UNIVERSITI TEKNOLOGI MARA

Institut Pengajian Siswazah

INSTITUTE OF GRADUATE STUDIES

ACADEMIC RULES and REGULATIONS

Masters & PhD
by Coursework & Mixed Mode

(Amendment 2022)

INSTITUTE OF POSTGRADUATE STUDIES

Master's Degree Programme by Coursework
Master's Degree Programme by Mixed Mode
Doctoral Degree Programme by Coursework
Doctoral Degree Programme by Mixed Mode

Academic Rules and Regulations for Postgraduate Studies
(Amendment 2022)

The Academic Rules & Regulations (Amendment 2022) is an important reference for all postgraduate students, academic and postgraduate administrative staff of 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.

This Academic Rules & Regulations (Amendment 2022) is to be read together with the Process and Procedure of Coursework and Mixed-Mode Programme.

Institute of Postgraduate Studies (IPSis)
Universiti Teknologi MARA

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ABBREVIATION

APEL(C)	:	Accreditation of Prior Experiential Learning for Credit Award
APF	:	Faculty Postgraduate Award
APC	:	Excellence Research Award
ASC	:	Excellence Master Award
AVC	:	Assistant Vice Chancellor
BHEA	:	The Academic Affairs Division
BPPA	:	Academic Assessment and Evaluation Division
CGPA	:	Cumulative Grade Point Average
DVC	:	Deputy Vice Chancellor
FLP	:	Flexible Learning Programme
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
JPPKP	:	Revision and Correction Examination Result Committee
TS	:	Complete with Award
UHEK	:	Curriculum Affairs Unit
UiTM	:	Universiti Teknologi MARA
VC	:	Vice-Chancellor

PART ONE: DEFINITION

1. Academic Assessment Central Committee (JKIPA)
Responsible for discussing, deciding, supporting and approving of academic assessment of the university.

2. Academic Centre
Academic Centre is an Institute, Academic or Centre established under Section 8(1) Act 173.

3. Academic Conferment
Master and Doctoral Degrees are the conferment awarded to students who have fulfilled study programme requirements and have satisfied the conditions stipulated by the University upon the Senate's endorsement.

4. Academic Staff
Academic staff appointed by the University that includes Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, and other individuals teaching in the university.

5. Appeal for Remarking of Final Examination Script
Appeal for remarking of the final examination script of a particular course that has a final examination.

6. Appeal for Study Extension
Appeal for an extension of study duration when the student exceeds the maximum duration of study.

7. Assessment
Written or oral test or any evaluation of assignment, written work, laboratory work, workshop, studio and practicum that must be carried out by students for academic status and conferment.

8. Assistant Vice Chancellor College of Study
Assistant Vice Chancellor is an academic staff appointed by the Vice Chancellor to lead a College of Study under Section 8(2) Act 173.

9. Audit Course
Courses taken by students that do not contribute to the accumulation of credit units.

10. Awards
Awards given to students based on their academic achievements.

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

12. Branch Academic Committee (JAN)
Responsible for managing all programme and academic affairs at UiTM Branch Campus.

13. Candidate
One who has applied for academic awards or has been offered a postgraduate study programme in the University.

14. Complete Status
Status given to a student who has passed and completed all the academic requirements of the University.

15. Core Courses
Compulsory courses that must be taken by students for a particular programme.

16. Course
Subject or training programme (in all forms), as listed in the programme structure.

17. Course Registration Slip
Statement that lists all the registered courses in a particular semester based on a study plan.

18. Course Status
Status given to the student according to the grade obtained by the student.

19. Courses with pre-requisite
Courses set by the Faculty/Academic Centre as stated in the course information which need to be fulfilled and passed prior to enrolling in another course.

20. Conspectus
A critical review report submitted by a masters or doctoral candidate which includes and integrates creative works or artefacts as evidence of advanced knowledge and scholarship to address all aspects of masters or doctoral outcomes.

21. Coordinator of Postgraduate Programme
An academic staff appointed by the Dean/Head of Academic Centre/Rector to coordinate postgraduate programmes at college/faculty/ academic centre/branch campuses.

22. Coursework Programme
The postgraduate programmes with a research component of less than 50 percent.

23. Courses Without Grade
Courses in the study plan taken by students with PASS or FAIL status.

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

25. Credit Transfer
Process of transferring course credit (horizontal) together with the grade that students have taken in a programme to another programme that led to another award.

25.1. Credit Transfer Among IHL
Credit transfer for an equivalent course obtained from any IHL programme as approved by the respective College/Faculty/Academic Centre/ UiTM Branch Campus.

25.2. Internal Credit Transfer
Credit Transfer for students who have graduated with a Master's or Doctoral Degree in related fields from this University or whose change of programme have 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.

25.3. APEL (C)
The award of credits for the prior experiential learning towards a course in an accredited programme of the University.

26. 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.

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

$$Credit\ Values = Grade\ Value\ x\ Credit\ Unit$$

28. College of Study
College of Study refers to any academic entities established under Section 8(1) Act 173.

29. 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:

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

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

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

32. Deferment of Registration
Permission given to a candidate to defer the registration due to certain reasons.

33. Deferment of Academic Semester
Permission given to a student to defer semester due to certain reasons other than health issues.

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

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

36. Deputy Vice-Chancellor
An officer appointed by the Minister under Section 20(7A) of Act 173.

37. 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.

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

39. Dissertation
The documentation of the original research prepared and submitted by the students in a coursework or mixed-mode programme.

40. Elective Course
Non-core courses that students can take as specified in the study plan.

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

42. Examination Result Slip
Statement that lists the detailed information of the examination results for a particular semester endorsed by the Senate.

43. Examination Attendance Slip
Statement that lists all registered courses and allows a student to sit for examination in a particular semester.

44. Examiners

44.1. Internal Examiner
Panel of experts from the University who are appointed by the University to examine student's project report / dissertation / conspectus / thesis.

44.2. External Examiner
Panel of experts from other IHL or industry who are appointed by the University to examine students' project report / dissertation / conspectus / thesis.

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

46. Faculty Academic Committee (JAF)
Responsible for managing all programmes and academic affairs at the College/Faculty/ Academic Centre.

47. Faculty Postgraduate Academic Sub-Committee (JKAPS)
Responsible for managing the postgraduate programmes and academic affairs at College/Faculty/Academic Centre/UiTM Branch campus.

48. Fees
Charges specified by the University.

49. Grade
A value in the form of alphabet to indicate student's performance in a course.

50. Grade Point Average (GPA)
Grade Point Average is the achievement value of a student in a particular semester and is calculated as follows:

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

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

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

53. 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 College/Faculty/Academic Centre/UiTM Branch Campus.

54. Head of Postgraduate Studies
An academic staff appointed by the Deputy Vice-Chancellor (Academic and International) to head the respective departments/units in IPSis.

55. Incomplete (TL) Status
The status given to the students who have not submitted their complete project report/dissertation/conspectus/thesis after project presentation/viva voce within the stipulated time of current semester.

56. Institute of Postgraduate Studies (IPSis)
An institute responsible to administer all affairs pertaining to postgraduate studies.

57. Institutions of Higher Learning (IHL)
All Institutions of Higher Learning other than the University.

58. Mixed Mode Programme
The postgraduate programmes with at least a 50 percent research component.

59. Modes of Study
Modes of study offered by the University are:

59.1. Full-time
Mode of study in which the duration is as stipulated in the programme structure.

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

59.3. 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.

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

61. Postgraduate Studies Programme
Academic programme set by the University to confer for a Master's or Doctoral Degree.

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

63. Programme Structure
The composition and classification of courses (Core, Non-core and Elective) in a coursework or mixed-mode programme.

64. Project Report
The documentation of the research component prepared and submitted by the students in a coursework or mixed mode programme.

65. Rector
The Rector 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.

66. 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.

67. Revocation of Student's Status
A status given to a student who fails to register and pay tuition fee.

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

69. Senate
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.

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

71. Student
An individual who has registered with the University to enrol in a postgraduate programme, has paid the tuition fees and registered for courses.

72. 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.

73. Study Plan
List of courses set by the programme for every semester for the purpose of conferment of a Master's or Doctoral Degree. The courses listed are based on the minimum duration of study.

74. Supervisor

74.1. Main Supervisor
An academician who has been appointed by the University to supervise student's research activities.

74.2. Co-Supervisor:
An academician or expert from industry who has been appointed by the University to be part of the supervisory committee.

75. Suspension of Study
Penalty by the University Disciplinary Board that disallows students from resuming their study for a specified period.

76. Temporary Suspension of Study
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.

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

78. Thesis
The documentation of the original research prepared and submitted by the students in a coursework or mixed mode programme.

79. Transcript
Official statement printed by the University that lists the students' detailed examination results for all courses taken throughout the duration of study.

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

81. **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.

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

83. **Viva voce**
Oral presentation by students to defend their dissertation/thesis/conspectus to a panel of examiners.

PART TWO: REGULATIONS & PROCEDURES

1 THE BODY GOVERNING THE POLICIES

1.1 Senate

Responsible for advising, endorsing and making decisions on academic affairs of the University. The Senate Committee comprises:

Chair	Vice-Chancellor
Substitute Chair	Deputy Vice-Chancellor
Members	i) All Deputy Vice-Chancellors. ii) All Deans/Heads 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 for discussing, making decision, supporting and approving academic assessment of the University. JKIPA Committee members are appointed by the Vice-Chancellor and comprises:

Chair	Deputy Vice-Chancellor (Academic & International)
Substitute Chair	Senate members appointed by the Chair
Members	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	i) Assistant Vice-Chancellor of Research & Innovation ii) Assistant Vice-Chancellor of InQKA iii) Director of Curriculum Affairs Unit (UHEK) iv) Director of Co-Curriculum Centre v) Director of Pusat Pra Pendidikan Tinggi (PPT)
Secretary	Dean of IPSis/Director of Assessment and Evaluation Development Unit (BPPA)
Secretariat	IPSis/BPPA

1.3 Revision and Correction Examination Result Committee (JPPKP)

Responsible for examining and deciding on each case of correction and update of examination results submitted by the Faculty Academic Committee (JAF), Branch Academic Committee (JAN) and Centre of Foundation Studies Academic Committee (JAP) and report to the University Academic Assessment Main Committee (JKIPA) for approval and validation. JPPKP Committee members are appointed by the Deputy Vice-Chancellor (Academic & International) and comprises:

Chair	Professor appointed by Senate
Substitute Chair	Any Professor appointed by Senate
Members	i) Director of Academic Development ii) Four (4) members comprises of Professor/Associate Professor iii) Dean of Institute of Postgraduate Studies (IPSis) iv) Director of Assessment and Evaluation Development Unit (BPPA)
Invited Members	vi) Assistant Vice-Chancellor of InQKA vii) Director of Curriculum Affairs Unit *(UHEK)* viii) Director of Co-Curriculum Centre ix) Director of Pusat Pra Pendidikan Tinggi (PPT)
Secretary	Deputy Registrar/Senior Assistant Registrar/Assistant Registrar (IPSis/BPPA) (whichever is higher)
Secretariat	IPSis/BPPA

1.4 College Academic Committee (JAKP)

Responsible for managing all programme and academic affairs at the College of Study. JAKP Committee members appointed by the Assistant Vice Chancellor (AVC) and comprises:

Chair	Assistant Vice Chancellor
Substitute Chair	A Dean appointed by the AVC
Member	i) All Deans ii) All Head of the Centre of Studies iii) Minimum of four (4) members comprises Professor/ Associate Professor/Senior Lecturer that are appointed by the Deputy Vice Chancellor (Academic & International) for a period of two (2) years. iv) Coordinators appointed by Deputy Vice Chancellor (Academic & International) (if necessary)
Secretary	Senior Deputy Registrar/Deputy Registrar/Senior Assistant Registrar/Assistant Registrar (whichever is higher)
Secretariat	Academic Office of the College of Study

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1.5 Faculty Academic Committee (JAF)

Responsible for managing all programme and academic affairs at the Faculty/Academic Centre. JAF Committee members appointed by the Dean of Faculty and comprises:

Chair	Dean
Substitute Chair	A Deputy Dean appointed by the Dean
Member	v) All Deputy Deans vi) All Head of the Centre of Studies vii) All Programme Coordinators viii) Minimum of four (4) 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 (whichever is higher)
Secretariat	Faculty's Academic Affairs Division

1.6 Branch Academic Committee (JAN)

Responsible for managing all programme and academic affairs at UiTM Branch campus. JAN Committee members are appointed by the Rector and comprise:

Chair	Rector
Substitute Chair	A Deputy Rector appointed by the Rector
Member	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 (whichever is higher)
Secretariat	UiTM Branch's Academic Affairs Division

1.7 Faculty Postgraduate Academic Sub-Committee (JKAPS)

Responsible for managing the postgraduate programme and academic affairs at Faculty/Academic Centre/UiTM Branch Campus. JKAPS Sub-committee members are appointed by the Faculty Dean/Academic Centre/UiTM Branch Campus and comprise :

Chair	Dean/Rector/Head of Academic Centre
Substitute Chair	Deputy Dean/Deputy Rector/Deputy Director/The Most Senior Academic Staff
Member	i) Head of Postgraduate Studies ii) Postgraduate Coordinator(s) iii) 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) (whichever is higher)
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) Student's status will be withdrawn if he or she does not register within fourteen (14) days including weekends from the date of registration.
c) Returning students are required to register every semester within the stipulated date.

2.2 Deferment of Registration

Successful candidates may consider deferring their registration. Applications can be made online via IPSis website. Deferment of Registration is only allowed once for new students only. Candidates will receive a new offer letter and are required to register in the following semester intake.

2.3 Course Registration

Students must register for courses according to their study plan (part-time or full-time) within the stipulated time as stated in the Postgraduate Academic Calendar.

2.4 Add and Drop of Courses

Add and drop of courses must be done within the stipulated time as stated in the Postgraduate Academic Calendar.

2.5 Credit Transfer

a) Only horizontal Credit Transfer can be made by Postgraduate courses.
b) The minimum grade that can be considered for credit transfer is B or equivalent.

c) 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.

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) Credit Transfer courses are applicable for accredited programmes only.

f) 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.

g) 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

h) 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.

i) The credit transfer application form must be forwarded to the postgraduate office of respective College/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 of Study

a) Students can withdraw from their study by submitting the Withdrawal Form and return the student card to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.

b) Students must pay any outstanding payment prior to the application of withdrawal of study.

c) First semester students who have registered but withdrawn 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.

d) Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.

3 FEES
3.1 Type of fees

Registered students are required to pay the following fees:

a) Tuition Fees
Fees to be paid within the stipulated time in the Postgraduate Academic Calendar. Failure to do so will result in the revocation of student status.

b) Fees for Repeating Course
Fees to be paid for each repeating course.

c) Fees for Add and Drop Course
Fees to be paid by students who intend to add and drop courses after the stipulated time in the Postgraduate 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 Academic Semester**
Fees to be paid by students who apply for special leave and deferment of academic semester.

f) **Fees for Remarking of Final Examination**
Fees to be paid by students who apply for the remarking of their Final Examination.

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
All required fees must be paid within the stipulated time in the Postgraduate Academic Calendar.

3.3 Fees Rate
University has the prerogative to amend the fee rate.

4 STUDENT'S STATUS
4.1 Retaining Student's Status
A student's status is retained if the student registration and course registration are completed and the tuition fees are duly paid.

4.2 Revocation of Student's Status
a) Student's status will be revoked if they fail to fulfil any requirements on student's registration, course registration, or fees payment.
b) Students who have been revoked are not 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)

5 ACADEMIC APPLICATION
5.1 Special Leave (CK)
a) Active students may apply for CK of the semester due self-health issues.
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 via student portal.
d) Approval by JKAPS for application within the duration of study.
e) Approval by JKIPA for applications beyond the duration of study.
f) Students with approved CK and have paid the tuition fees, the fees will be carried forward to the following semester.

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g) Students with approved CK must retain their status by paying the processing fee.
h) 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 CK has been approved.
i) CK is not deemed as part of the duration of study in the University.

5.2 Deferment of Academic Semester (TG)
a) Active students may apply for TG due to unforeseen circumstances other than health-related reasons.
b) Applications are made by filling the TG form which can be downloaded from the IPSis website.
c) Applications can be made for a maximum of two (2) times for Master and four (4) times for PhD throughout the duration of the study.
d) Approval by JKAPS for application within the duration of study.
e) Approval by JKIPA for applications beyond the duration of study.
f) Students with approved TG and have paid the tuition fees, the fees will be carried forward to the following semester.
g) Students with approved TG must retain their status by paying the processing fee.
h) Students on TG are not allowed to use any facilities and services provided by the University and participate in any University activities for the semester in which the TG has been approved.
i) TG status is not deemed as part of the duration of study in the University.

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

5.4 Change of Programme / Campus
a) Students may apply for a change of programme/campus once throughout the duration of the study.
b) Application to change of programme/campus can be made by submitting the relevant form to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.

6 ACADEMIC PROGRAMME
6.1 Type of Programme
6.1.1 Coursework
The postgraduate programmes with a research component of less than 50 percent.

6.1.2 Mixed Mode
The postgraduate programmes with at least a 50 percent research component. The programme structure for mixed mode programme comprises courses according to the study plan. It consists of coursework and research components. The ratio of programme structure may be as follows:

Ratio	Coursework Component	Research Component
1	50%	50%
2	40%	60%
3	30%	70%

a) Minimum credit for a Master's degree is 40 credits.
b) Minimum credit for the doctoral degree is 80 credits.
c) Coursework components may include core and elective courses.
d) Research components may include a written assessment, dissertation, dissertation and an oral presentation (viva voce).

6.2   Type of Courses

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

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

6.2.3 Audit Course
a) A course taken to enrich knowledge with the approval of JAF/JAN Committee.
b) Audit course(s) must be registered to be stated in the Assessment Result Slip and Student's Transcript.
c) Audit (UD) status will be given to the student who completes the requirement of the courses within the stipulated time and ES status will be given if the student does not fulfil all requirements.

6.2.4 Course Without Grade
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   ACADEMIC STAFF

All full-time academic staff are eligible to teach and supervise postgraduate students. These general requirements are established to ensure the quality of teaching and supervision in the University as follows:
a) At least one (1) supervisor must be appointed to guide the student in preparing a thesis coherent with the theme of specialisation.

b) All potential main and co-supervisors who **graduated their PhD after March 2019**, must obtain a certificate of supervision from the University.

c) All potential main and co-supervisors who have a **master's degree without postgraduate supervision experience**, must obtain a certificate of supervision from the University.

d) Supervisor who has been appointed as *Pensyarah Kehormat* may continue to supervise the students.

e) Main supervisor who is seconded to another institution/industry may continue to supervise the students as co-supervisor.

f) The supervisor shall not be an intimate friend or relative of the student or any of the other supervisor(s).

g) The supervisor should not be a postgraduate student at the University or any other institutions.

7.1 Master by Coursework

7.1.1 Teaching Staff

a) Must have a doctoral degree.

b) Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years' experience in teaching.

c) Teaching staff from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

7.1.2 Main Supervisor

The criteria for main supervisor are as follows:

a) Must be appointed among UiTM academic staff.

b) Must have a doctoral degree.

c) Where the supervisor has a master's degree in the field, the supervisor must have at least 5 years' experience in teaching.

7.1.3 Co-supervisor

a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.

b) Must have a doctoral degree.

c) Where the co-supervisor has a master's degree in the field, the co-supervisor must have at least one (1) year experience in teaching.

d) A co-supervisor from the industry or practitioner must have at least a bachelor's degree and at least five (5) years of experience in the field at a level appropriate for the project report/dissertation/conspectus/thesis.

7.2 Doctoral by Coursework

7.2.1 Teaching Staff

a) Must have a doctoral degree and at least two (2) years of teaching experience.

b) Teaching staff from the industry or practitioners must have at least a master's and at least ten (10) years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

7.2.2 Main Supervisor
The criteria for main supervisor are as follows:
a) Must be appointed among UiTM academic staff.
b) Must have a doctoral degree with at least two (2) years teaching experience and research AND *has supervised masters or doctoral research candidate to completion.
c) Where a supervisor has only a master's degree, extensive experience in research is required with at least two (2) years teaching experience AND *has supervised masters or doctoral research candidate to completion subject to the approval of the University Senate.

*Starting from 1st January 2024 (Senate 285, MQA.100-1/7/2 Jld.3 (9))

7.2.3 Co-supervisor
a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.
b) Must have a doctoral degree.
c) Where the co-supervisor has a master's degree in the field, the co-supervisor must have at least one (1) year experience in teaching.
d) A co-supervisor from the industry or practitioner must have at least a master's degree and at least ten (10) years of experience in the field at a level appropriate for the thesis.

7.3 Master by Mixed Mode
7.3.1 Teaching Staff
a) Must have a doctoral degree.
b) Where the teaching staff has a master's degree in the field, the teaching staff must have at least five (5) years' experience in teaching.
c) Teaching staff from the industry or practitioner must have at least a bachelor's degree and at least five (5) years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

7.3.2 Main Supervisor
The criteria for main supervisor are as follows:
a) Must be appointed among UiTM academic staff.
b) Must have a doctoral degree.
c) Where the supervisor has a master's degree in the field, the supervisor must have at least five (5) years' experience in teaching and research AND has co-supervised master candidate.

7.3.3 Co-supervisor
  a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.
  b) Must have a doctoral degree.
  c) Where the co-supervisor has a master's degree in the field, the co-supervisor must have at least one (1) year experience in teaching and research.
  d) A co-supervisor from the industry or practitioner must have at least a bachelor's degree and at least five (5) years of experience in the field at a level appropriate for the dissertation.

7.4   Doctoral by Mixed Mode

7.4.1 Teaching Staff
  a) Must have a doctoral degree and at least two (2) years of teaching experience.
  b) Teaching staff from the industry or practitioners must have at least a master's and at least ten (10) years of experience in the field at a level appropriate for courses to teach practical/ professional/ hands-on components.

7.4.2 Main Supervisor
  The criteria for main supervisor are as follows:
  a) Must be appointed among UiTM academic staff.
  b) Must have a doctoral degree with at least two (2) years teaching experience and research AND has supervised masters or doctoral research candidate to completion.
  c) Where a supervisor has only a master's degree, extensive experience in research is required with at least two (2) years teaching experience AND has supervised masters or doctoral research candidate to completion subject to the approval of the University Senate.

  Starting from 1st January 2024 (Senate 285, MQA.100-1/7/2 Jld.3 (9))

7.4.3 Co-supervisor
  a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.
  b) Must have a doctoral degree and at least two (2) years' experience in teaching and research.
  c) Where the co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the University Senate.
  d) A co-supervisor from the industry or practitioner must have at least a master's degree and at least ten (10) years of experience in the field at a level appropriate for the thesis.

7.5 Change of Supervisor
a) Students may apply for a change of supervisor based on valid reasons. Application must be made to the Head of Postgraduate Studies at the respective College/Faculty/Branch Campuses and approved by JKAPS and endorsed by JAF/JAN.

b) If a supervisor is no longer able to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student.

8 ASSESSMENTS
Assessment/examination period is stipulated in the Postgraduate Academic Calendar. Assessment/examination will be administered by the respective College/Faculty/Academic Centre/UiTM Branch Campus that offers the programme.

8.1 Coursework Components
8.1.1 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.

8.1.2 Eligibility to Sit for Final Examinations
a) Students must acquire the examination slip to sit for the examination. Students who failed to do so will not be allowed to sit for the examination.

b) It is compulsory for students to attend lectures, supervision sessions as well as other learning activities such as seminars, workshops, tutorials, laboratory, or studio works, site visits and as required by the respective programmes.

c) Students who fail to achieve 80% of the attendance without written permission from the College/Faculty/Academic Centre/UiTM Branch Campus are not allowed to sit for the final assessment and will be given ZZ status.

8.1.3 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 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.

8.1.4 Calculations of GPA and CGPA
    a) Grade Point Average (GPA)
       Grade Point Average is the achievement value of a student in a particular semester and calculated as follows:

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

    b) 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:

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

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

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

    d) Re-calculation of CGPA will be imposed to replace failed courses (if any) with new passing grade at the end of the programme except for grade FD, YY and ZZ.

8.2 Research Components

8.2.1 Research Monitoring
Student's progress in project/research will be monitored through these activities:
    a) Regular Consultation
    b) Defend Research Proposal
    c) Presentation/Colloquium/Seminar/Workshop

8.2.2 Research Evaluation
Student's project/research work will be evaluated through:
    a) Research Proposal
    b) Research Progress
    c) Examination of Dissertation/Thesis
    d) Viva Voce

8.2.3 Research Assessment
a) Student's project/research work will be assessed according to the ratio of research component of Coursework or Mixed Mode Programme.

b) Student's need to submit their project report/dissertation/conspectus/thesis according to the timeline given by the College/Faculty/Academic Centre/UiTM Branch Campus.

c) TL status is only allowed once throughout the duration of the study. TL status will be given to incomplete project report/dissertation/conspectus/thesis after project presentation/viva voce. The final grade will be updated once the completed project report/dissertation/conspectus/thesis are submitted within the stipulated time of the current semester. The final mark will be approved at the JPPKP meeting and endorsed at JKIPA.

8.3 Project Report / Dissertation / Conspectus / Thesis

8.3.1 Rules of Writing
General rules for project report/dissertation/conspectus/thesis writing are as follows:
a) Students are not allowed to submit a project report/dissertation/conspectus/thesis which has been submitted to the University or other institutions of higher learning.
b) The project report/dissertation/conspectus/thesis must be student's original work. Students who have outsourced their work to another individual or organization are subjected to UiTM Plagiarism Policy.
c) The copyright and other intellectual property of the project report/dissertation/conspectus/thesis belong to the University.
d) All project report/dissertation/conspectus/thesis must be written in English. Approval from the University Senate is required for exemption.
e) The writing and formatting of thesis are stated in the latest edition of Guidelines on Thesis/Dissertation Format for Postgraduate Programmes published by IPSis.
f) Total number of words for the project report/dissertation/conspectus/thesis as listed in Appendix 1. The total number of words does not include endnotes, quotations, appendices, tables, and diagrams.

8.3.2 Rules of Submission
General rules for project report/dissertation/conspectus/thesis submission are as follows:
a) The student must submit the project report/dissertation/conspectus/thesis within the stipulated time given by the respective faculty.
b) The project report/dissertation/conspectus/thesis submission must be endorsed by the main supervisor and Head of Postgraduate Studies of the respective faculty.

c) Students must ensure the project report/dissertation/conspectus/thesis is in accordance to the latest format as stated in the Guidelines on Thesis/Dissertation Format for Postgraduate Programmes.

g) The copyright and other intellectual property of the project report/dissertation/conspectus/thesis belong to the University.

8.3.3 Rules of Examination
a) Master by Coursework
The project report/dissertation/conspectus must be examined by at least two (2) examiners including the supervisor appointed by the respective faculty.
b) Master by Mixed Mode
The dissertation/conspectus/thesis must be examined by at least two (2) examiners appointed by the respective faculty. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
c) Doctoral by Coursework / Mixed Mode
The dissertation/conspectus/thesis must be examined by at least two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.

8.3.4 Examination Committee
Project Report/Dissertation/Conspectus/Thesis examination committee shall consist of:

a) Master by Coursework

MEMBERS	:	At least two (2) examiners including supervisor
SECRETARIAT	:	Centre of Postgraduate Studies

b) Doctoral by Coursework

CHAIRPERSON	:	Professor/Associate Professor with PhD
MEMBERS	:	At least two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
SECRETARIAT	:	i) Centre of Postgraduate Studies ii) Minute taker

c) Master by Mixed Mode

CHAIRPERSON	:	Professor/Associate Professor with PhD/ Senior Lecturer with PhD
MEMBERS	:	At least two (2) examiners. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
SECRETARIAT	:	Centre of Postgraduate Studies

d) Doctoral by Mixed Mode

CHAIRPERSON	:	Professor/Associate Professor with PhD
MEMBERS	:	At least two (2) examiners, one (1) of whom must be an external examiner. More than two (2) examiners may be necessary in the case of a multidisciplinary research area.
SECRETARIAT	:	i) Centre of Postgraduate Studies ii) Minute taker

8.3.5 Examiners Criteria
a) An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, the appointment is subject to Senate approval.
b) The examiner should not be a postgraduate student at any institution.
c) The examiner has supervised candidates at the relevant level.
d) The examiner must be in a field related to the research area of the student and have produced credible publications or equivalent works.
e) Examiners from the industry can be exempted from requirements in (c) and (d).

9 EXAMINATION RESULT
9.1 Course Grading
There are two types of course grading:
a) Course with grade
   i) A grade is given based on marks obtained from assessment/examination.
   ii) Mark is given relative to grade value and will be calculated into the GPA and CGPA.
b) Course with Pass or Fail
   i) A "pass" or "fail" grade may be given for a course instead of a traditional letter grade.
   ii) The grade value will not be calculated in GPA and CGPA.
   iii) The credit hours for the specific course will not be counted in the credit hours earned.
   iv) The table below shows the pass or fail grade for all courses.

GRADE	MARKS	GRADE VALUE
PASS	65-100	0.00
FAIL	0-64	0.00

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

d) The table below shows the assessment/examination grades for Dentistry Programme.

GRADE	MARKS	NOTES
A*	85-100	Distinction
A	75-84	Excellent
B+	70-74	Very Good
B	60-69	Pass
C	55-59	Redeemable Fail
D	45-54	Fail
E	31-44	Fail
F	0-30	Bad Fail

Note:
No grade higher than a `B' shall be awarded for candidates who have taken a re-examination except for those who have to sit for re-examination due to justifiable reasons.

9.2 **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
LU	Passed
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:
i) ES Status
ES status will be given to students who do not fulfil the stipulated requirement of Audit Course. Students who obtained an ES status do not need to repeat the course. The grade obtained will be displayed in academic transcript and will not be calculated in GPA and CGPA.
ii) GA Status
GA status will be given to students who failed a course. Students who obtained a GA status will need to repeat the course.
iii) LU Status
LU status will be given to students who passed a course registered for the current semester.
iv) PK Status
PK status will be shown in students' study plan after the application is approved for a credit transfer by JKAPS.
v) PC Status
PC status will be shown in students' study plan after the application is approved for a credit exemption by JKAPS.
vi) Incomplete (TL) Status
TL status is only allowed once throughout the duration of the study. TL status will be given to incomplete project report/dissertation/conspectus/thesis after project presentation/viva voce. The final grade will be updated once the completed project

report/dissertation/conspectus/thesis are submitted within the stipulated time of the current semester. The final mark will be approved at the JPPKP meeting and endorsed at JKIPA.

vii) 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. The grade obtained will be displayed in academic transcript and will not be calculated in GPA and CGPA.

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

ix) YY Status
The YY status is given to students who are absent from final assessments/examinations or did not complete any coursework or project without permission. The YY status will affect the accumulative of credit units.

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

xi) FD Status
The FD status will be given to students who are found guilty of an offence by the University Disciplinary Board.

Note:
Students with status YY, ZZ and FD are barred from sitting for Special Examination.

9.3   Examination Status / HEA Status
A student will be given the following examination status based on the GPA and CGPA. The status will be approved by JAF and endorsed by JKIPA. The examination status are as follows:

EXAM STATUS	DESCRIPTION
APF	Faculty Postgraduate Award
ASC	Excellence Master Award
CK	Special Leave
D	Dismissal
FD	Students who are found guilty of an offence by the University Disciplinary Board
GT	Revocation Status
LU	Pass
P	Probation (Unsatisfactory)

T	Reactivation of Student Status After Revocation
TG	Deferment of Academic Semester
TM	Complete
TS	Complete with APF in Final Semester
X	Reactivation of Student Status After Dismissed

9.4 Probation Status

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

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

9.5 Repeat Final Examination

The University reserves the right to administer a repeat final examination if deemed necessary.

9.6 Repeat Courses

a) Students who failed core course(s) must repeat the course for a maximum of three (3) times.

b) Students who failed an elective course(s) may take the same or any other equivalent elective course(s) according to the study plan.

10 AWARD AND RECOGNITION

Excellent students can be nominated for an award and recognized for their achievement based on academic performance. The criteria for each award are as follows:

10.1 Graduate on Time (GOT)

Completed the study duration according to the study plan.

10.2 Faculty Postgraduate Award (APF)

a) 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 study plan or have obtained at least an 'A' in any one (1) of Professional Examination (for Dentistry Programme).

b) Never been indicted with any disciplinary action.

10.3 Completed with Certificate (TS)

a) Completed the study according to the study plan;

b) Obtained APF in final semester.

10.4 Excellence Master Award (ASC)
a) Completed the study according to the study plan;
b) Recipient of an APF in every semester;
c) Did not repeat any course;
d) Has not received TL status;
e) Has not obtained TG within the duration of studies;
f) Has not been charged with any disciplinary actions.

10.5 Excellence Research Award (APC)
a) Completed the study according to the study plan;
b) Obtained the dissertation result of at least Grade A. For courses with Pass or Fail grade, the mark must be greater or equal to 85.
c) Has published research findings as Main Author within the study duration in indexed journals recognized by UiTM as listed in Appendix 2 or other recognized journals as listed in Appendix 3:
   i) At least one (1) indexed journal for Master's student
   ii) At least two (2) indexed journal for Doctoral student
d) Has presented research findings within the study duration in seminar/conference recognized by the College/Faculty/Academic Centre/UiTM Branch Campus:
   i) At least one (1) for Master's student
   ii) At least two (2) for Doctoral student
e) Has not been charged with any university disciplinary act or has not committed any wrongdoings of the University's Act or research ethics.

10.6 Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)
The ASCTC is awarded to Master's Degree students. The candidate must fulfil the following criteria.

10.6.1 General Criteria
a) Applicable to research and mixed mode students only.
b) Has completed the study within the GOT timeline.
c) Has obtained the dissertation result of at least Grade A. For courses with Pass or Fail grade, the mark must be greater or equal to 85.
d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

10.6.2 Specific Criteria
a) Has presented at least one (1) indexed conference recognized by UiTM as listed in Appendix 2.
b) Has published at least two (2) indexed journals or other recognized journals as listed in Appendix 3 as main author. Main and/or co-supervisor must be included as co-author and UiTM as affiliated institution.
c) Fulfilled at least one (1) of these criteria during the duration of study:
   i) Has a proven commercialization of the research output, or
   ii) Has received recognition or award for creative artwork, or
   iii) Has filed a patent or copyright of the research work, or

        iv) Has received recognition or award in innovation competition/presentation/art exhibition at UiTM or National or International level.

d) Produced impactful research to the community/industry/institution.

e) Passed the interview.

10.7 Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC)

The AKCTC is awarded to Doctoral Degree students. The candidate must fulfil the following criteria.

10.7.1 General criteria

    a) Applicable to research and mixed mode students only.

    b) Has completed the study within the GOT timeline.

    c) Has obtained the dissertation result of at least Grade A.

    d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

10.7.2 Specific Criteria

    a) Has presented at least two (2) indexed conferences recognized by UiTM as listed in Appendix 2.

    b) Has published at least three (3) indexed journals or other recognized journals as listed in Appendix 3 as main author. Main and/or co-supervisor must be included as co-author and UiTM as affiliated institution.

    c) Fulfilled at least one (1) of these criteria during the duration of study:
        i) Has a proven commercialization of the research output, or
        ii) Has received recognition or award for creative artwork, or
        iii) Has filed a patent or copyright of the research work, or
        iv) Has received recognition or award in innovation competition/presentation/art exhibition at UiTM or National or International level.

    d) Produced an impactful research to the community/industry/institution

    e) Passed the interview

Note:
Outstanding students who completed their studies in a shorter period may be considered for TS, ASC, APC, ASCTC and AKCTC subject to Senate approval.

10.8 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 students who have been dismissed from the University.

10.9 Academic Conferment by Aegrotat (Compassionate Award) and Posthumous Award

a) Aegrotat refers to an unclassified degree granted by the university to a candidate who suffer from permanent disability.

b) Posthumous refers to unclassified degree granted by the university to a deceased student.

c) Aegrotat or posthumous degree are awarded subject to the following requirements:

   i) has passed at least 70% of the total credit of the study plan.

   ii) has achieved at least 50% of the course(s) / thesis / project report / dissertation / conspectus from the remaining total credit of the study plan.

d) The University Senate may give exemption to the requirements as stated in item (c).

e) Students will be given completion status with aegrotat or posthumous (TA).

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) Students who commit plagiarism in their research work will be subjected to 'Dasar Plagiarisme UiTM dan Perlaksanaannya'.

12 STATUS OF DISMISSED

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

STATUS	DESCRIPTION
D1	Obtained a CGPA of less than 2.67 for any semester or
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	Dismiss due to disciplinary action
GS	Temporary Suspended

13   APPEAL

13.1   Appeal for Remarking of Final Examination / Final Assessment / Dissertation / Thesis

   a) Students who are dissatisfied with the final results may appeal for remarking of a particular course(s).
   b) Appeal for remarking can only be made for final component of the final examination/final assessment/dissertation/thesis.
   c) Appeal for Continuous Assessment Marks are not allowed.
   d) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official examination result announcement by the University.

13.2   Appeal for Revocation /Continuation /Extension Duration of Study

   a) Students who are dismissed may appeal to continue or extend the duration of study to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official examination result announcement by the University.
   b) Late application submission will not be processed in the current semester and will be carried forward to next semester.
   c) Students are allowed to appeal only once throughout the duration of study.
   d) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus and supported by JKAPS.
   e) X status will be given to the approved appeal of continuation or extension duration of study application.
   f) T status will be given to the approved appeal of revocation application.
   g) The eligibility of appeal is as follows:

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
D1	Obtained a CGPA of less than 2.67 for any semester; or	Not eligible to appeal
D3	Obtained a CGPA of less than 3.00 with a Probation 2 (P2) status; or	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	Eligible to be considered if the CGPA is 3.00 and above,

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
D5	Have maximize the period of duration of study in accordance with the programme structure	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	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 programme structure
D7	Was absent for the assessment of all registered courses for the semester without the approval of the University.	Not eligible to appeal
DG	Suspended due to disciplinary action	Not eligible to appeal
DS	Dismiss due to disciplinary action	Not eligible to appeal

14   ACADEMIC CONFERMENT

Students will be conferred a degree upon:
a) achieving a minimum of CGPA 3.00;
b) achieving a minimum of grade B in all courses stated in the study plan;
c) complying with all University requirements and regulations; and
d) endorsement by the University Senate.

15   ADDITIONAL ACADEMIC RULES AND REGULATIONS FOR POSTGRADUATE DIPLOMA IN SYARIAH LAW AND PRACTICE PROGRAMME (DLSA)
15.1   Examination Result
15.1.1 Course Grading
   a) Course with Pass or Fail
      i) A "pass" or "fail" grade may be given for a course instead of a traditional letter grade.
      ii) The grade value will not be calculated in GPA and CGPA.
      iii) The credit hours for the specific course will not be counted in the credit hours earned.
      iv) The table below shows the pass or fail grade for all courses.

GRADE	MARKS	GRADE VALUE
PASS	50 – 100	0.00
FAIL	0 – 49	0.00

b) The table below shows the assessment/examination grades for Postgraduate Diploma In Syariah Law and Practice Programme (DLSA).

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		2.67
C+	55-59		2.33
C	50-54		2.00
C-	47-49	Fail	1.67
D+	44-46		1.33
D	40-43		1.00
E	30-39		0.67
F	0-29		0.00

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

Probation 1 (P1)	Students with a CGPA above 1.80 and below 2.00 for the semester.
Probation 2 (P2)	Students with a CGPA above 1.80 and below 2.00 for the semester with a P1 status in the previous semester.

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

STATUS	DESCRIPTION
D1	Obtained a CGPA of less than 1.80 for any semester.
D3	Obtained a CGPA of less than 2.00 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.

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D6	Passed all courses required by the programme and fulfilled all the requirements of the programme BUT acquired a CGPA of less than 2.00.
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	Dismiss due to disciplinary action
GS	Temporary Suspended

15.3 Appeal

15.3.1 Appeal for Revocation /Continuation /Extension Duration of Study

a) Students who are dismissed may appeal to continue or extend the duration of study to the respective College/Faculty/Academic Centre/UiTM Branch Campus within fourteen (14) days after the official examination result announcement by the University.

b) Late application submission will not be processed in the current semester and will be carried forward to next semester.

c) Students are allowed to appeal only once throughout the duration of study.

d) A complete appeal form must be submitted to the respective College/Faculty/Academic Centre/UiTM Branch Campus and supported by JKAPS.

e) X status will be given to the approved appeal of continuation or extension duration of study application.

f) T status will be given to the approved appeal of revocation application.

g) The eligibility of appeal is as follows:

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
D1	Obtained a CGPA of less than 1.80 for any semester; or	Not eligible to appeal
D3	Obtained a CGPA of less than 2.00 with a Probation 2 (P2) status; or	Eligible to be considered if the CGPA is 1.98 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	Eligible to be considered if the CGPA is 2.00 and above,
D5	Have maximize the period of duration of study in accordance with the programme structure	Eligible to be considered if the CGPA is 2.00 and above,

STATUS	DETAILS	ELIGIBILITY TO APPEAL FOR CONTINUATION / EXTENSION OF STUDY
D6	Passed all courses required by a programme and fulfilled all the requirements of the programme BUT has acquired a CGPA of less than 2.00; or	Eligible to be considered if the CGPA is 1.98 and above, on condition that there are still elective course(s) available to be taken in the programme structure
D7	Was absent for the assessment of all registered courses for the semester without the approval of the University.	Not eligible to appeal
DG	Suspended due to disciplinary action	Not eligible to appeal
DS	Dismiss due to disciplinary action	Not eligible to appeal

15.4 Academic Conferment

Students will be conferred a degree upon:
e) achieving a minimum of CGPA 2.00;
f) achieving a minimum of grade C in all courses stated in the study plan;
g) complying with all University requirements and regulations; and
h) endorsement by the University Senate.

16 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.

APPENDIX 1

NUMBER OF WORDS FOR PROJECT REPORT / DISSERTATION / CONSPECTUS / THESIS

COL / FAC	PROGRAMME STUDY	NUMBER OF WORDS FOR PROJECT REPORT / DISSERTATION / CONSPECTUS / THESIS											
		PHD RESEARCH		PHD MIXED-MODE		PHD COURSEWORK		MASTER RESEARCH		MASTER MIXED-MODE		MASTER COURSEWORK	
		MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
ED		80000	100000					50000	60000			15000	20000
LG		75000	100000					31000	40000			15000	17000
HS		60000	100000					40000	50000			20000	30000
AM		30000	100000					20000	50000			10000	30000
AM		80000	100000					40000	60000				
AM	AM700											30000	40000
AM	AM701											20000	30000
AM	AM770											20000	30770
AA	AA700/AA701											15000	40000
AA	AA706											30000	50000
AA	AA901			50000	100000								
AA	AA995			60000	100000								
PR	AP992			30000	100000								
PR	AP763									20 000	50 000		
IC		60000	100000					30000	60000			10000	30000
CD	MC	75000	100000					30000	50000	20000	30000	13000	15000
CD	IM	80000	100000					30000	50000			7000	9000
CD	CS	30000	100000					20000	50000			15000	20000

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COL / FAC	PROGRAMME STUDY	NUMBER OF WORDS FOR PROJECT REPORT / DISSERTATION / CONSPECTUS / THESIS											
		PHD RESEARCH		PHD MIXED-MODE		PHD COURSEWORK		MASTER RESEARCH		MASTER MIXED-MODE		MASTER COURSEWORK	
		MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
MD		30000	100000	30000	60000			20000	50000			15000	20000
AT		30000	100000					20000	50000	15000	35000	10000	15000
HM		30000	100000					20000	50000	15000	20000	15000	20000
HM	HM771/HM711/HM772/HM712/HM770 /HM710/HM705/HM715											20000	30000
HM	HM750/HM751/HM752							30000	50000				
HM	HM950	60000	100000										
BM	BA707/BA775/BA774/BA776/ BA734/BA721											20000	40000
CE	CEEC950/CEEM950/CEEH950/CEEE950	30000	100000										
CE	CEEC750/CEEM750/CEEH750/CEEE750							20000	50000				
CE	CEEM703									14000	35000		
CE	CEEC701/ CEEC702/ CEEC703/ CEEC704/ CEEC705/ CEEC706/ CEEE700/ CEEM704/ CEEM705/ CEEM706/ CEEM707											10000	25000
PH		30000	100000					20000	50000			15000	20000
DS		30000	100000			30000	100000	20000	50000			15000	50000
LW	LW951, LW751	80000	100000					40000	50000			15000	20000
AC	AC750, AC950	80000	100000					30000	50000			15000	30000

COL / FAC	PROGRAMME STUDY	NUMBER OF WORDS FOR PROJECT REPORT / DISSERTATION / CONSPECTUS / THESIS										
		PHD RESEARCH		PHD MIXED-MODE		PHD COURSEWORK		MASTER RESEARCH		MASTER MIXED-MODE		MASTER COURSEWORK	
		MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
CF	AP991, AP781, AP720, AP771, AP776, AP777, AP778 DAN AP779	30000	100000					20000	50000			20000	30000
CF	AP773											8000	15000
CA	ART & DESIGN	80000	100000					30000	50000				
CA	CAAD701											10000	15000
CA	CAAD702, CAAD703, CAAD704											7000	10000
CA	PERFORMING ART	70000	100000					25000	50000			10000	12000
CA	MUSIC	50000	100000					30000	50000			10000	

APPENDIX 2

LIST OF RECOGNIZED JOURNALS BY UITM

1. Scopus
2. ERA
3. WoS
4. MyCite

APPENDIX 3

ADDITIONAL JOURNAL FOR THESIS SUBMISSION

NO	FACULTY	NO	ADDITIONAL JOURNALS
1	Faculty of Art & Design	1	International Journal of Art and Art History
		2	International Journal of INTI
		3	Jurnal ISI (Inspirasi, Seni & (Intelektual)
		4	Jurnal of ISI Yogyakarta
		5	Sequential Arts and Digital Content Studies
2	Faculty of Architecture, Planning & Surveying	1	Asian Journal of Environment-Behaviour Studies (ajE-Bs)
		2	The Asian Journal of Quality of Life (AjQoL)
		3	International Surveying Research Journal (ISrJ)
		4	Journal of Design + Built
		5	Jurnal Lanskap Indonesia
3	Faculty of Film, Theatre & Animation	1	Gendang Alam
		2	International Journal of Applied and Creative Arts
		3	KUPAS SENI: Jurnal Seni dan Pendidikan Seni
		4	Melayu: Jurnal Antarabangsa Dunia Melayu
		5	Jurnal Wacana Sarjana
4	Faculty of Law	1	Malayan Law Journal
		2	Current Law Journal
5	Faculty of Music	1	Journal of Music Research (Uni Melb)
		2	Ethnomusicology Review (UCLA)
		3	Riffs Journal (Birmingham CU)
		4	The Chamber Music Journal
		5	Asian Journal of Behavioural Sciences
		6	Asian Journal of Research in Education and Social Sciences

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