INSTITUTE OF GRADUATE STUDIES

ACADEMIC
RULES and
REGULATIONS

Masters & PhD
by Research

(Amendment 2022)

INSTITUTE OF POSTGRADUATE STUDIES

Master's and Doctoral Degree Programme by Research

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 Research Programme.

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Institute of Postgraduate Studies (IPSis)
Universiti Teknologi MARA

ABBREVIATION

APC	:	Excellence Research Award
ASCTC	:	*Anugerah Sarjana Cemerlang Tuanku Canselor*
AKCTC	:	*Anugerah Kedoktoran Cemerlang Tuanku Canselor*
BHEA	:	The Academic Affairs Division
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
PNC	:	Assistant Vice Chancellor
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 assessments of the university.

2. **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.

3. **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.

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

5. **The appeal of Viva-voce Result**
    A process for students to appeal to the viva-voce's result.

6. **Assessment**
    Written or oral test or any evaluation to be carried out by students for academic status and conferment.

7. **Awards**
    Awards given to students based on their academic achievements.

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

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

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

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

12. **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.

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

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

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

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

17.   Deputy Dean of Postgraduate Studies
Academic staff appointed by the Vice-Chancellor to assist the Dean of IPSis.

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

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

20.   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.

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

22.   Evaluation
Measurement of a student's performance either in a form of defence research proposal, thesis and viva-voce specified by a particular programme.

23.   Examiners
23.1   Internal Examiner
Panel of experts from the University who are appointed by the University to examine students' project reports / dissertations / conspectuses / theses.

23.2   External Examiner
Panel of experts from other IHL or industry who are appointed by the University to examine students' project reports / dissertations / conspectuses / theses.

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

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

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

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

28. Fees
Charges specified by the University.

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

30. 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.

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

32. In Progress (SM)
An academic status that is given to a research student whose performance is satisfactory.

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

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

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

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

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

36. 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.

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

38. 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.

39. 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.

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

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

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

43. 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.

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

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

46.   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.

47.   Supervisor

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

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

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

49.   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.

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

51.   Thesis
The documentation of the original research prepared and submitted by the students in a research programme.

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

53.   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.

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

55.   Viva Voce
Oral presentation by students to defend their dissertation/thesis/conspectus to a panel of examiners.

PART TWO: RULES AND REGULATIONS

1 THE BODY GOVERNING THE POLICIES

1.1 Senat

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, deciding, supporting and approving of academic assessment of the University. JKIPA Committee members are appointed by the Vice-Chancellor and comprise:

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 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

1.4 Faculty Academic Committee (JAF)
Responsible for managing all programme and academic affairs at the Faculty/Academic Centre. JAF Committee members are appointed by the Dean of Faculty and comprise :

Chair	Dean
Substitute Chair	A Deputy Dean appointed by the Dean
Member	i) All Deputy Deans ii) All Head of the Centre of Studies iii) All Programme Coordinators iv) 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

1.5 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

1.6 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 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   Types 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 Application to Change Programme/Campus/Mode of Study
Fees to be paid by students who apply to change a programme/campus/mode of study.

c) 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.

d) Fees for Continuation of Study
Fees to be paid by students who appeal to continue their study after being dismissed.

e) 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 rates.

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.
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 programme.

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.

5.5 Conversions from Master's Degree to PhD
a) The Master's Degree students may apply for a conversion to PhD within 12 months for Full-Time student and 24 months for Part-Time student from the date of student's registration.
b) The research work has been accepted to be presented in at least one (1) seminar or conference recognized by the College/Faculty/Academic Centre/UiTM Branch Campus within the study duration; OR
c) The research work has been submitted to at least one (1) indexed publication (Scopus/ERA/WoS/MyCite or the listed journals in the Appendix 2) as the Main Author within the study duration.
d) The students need to present their doctorate research proposal and will be assessed by two (2) expert assessors in the same research area.
e) Passed the assessment.

6   PROGRAMME STRUCTURE
The programme comprises compulsory seminars, research proposal, thesis writing and viva-voce.

6.1   Duration of Study
The duration of study for the Master's and Doctoral Programme are as follows:

Mode of study	Semester	
	Minimum	**Maximum**
Master's Degree Full -time / Part-time	2	8
Doctoral Degree Full -time / Part-time	5	14

Notes:
Normal duration of study for Master's Degree is 4 semesters
Normal duration of study for Doctoral Degree is 8 semesters

7   ACADEMIC STAFF
All full-time academic staff are eligible to supervise postgraduate students. These general requirements are established to ensure the quality of supervision in the University as follows:
a) At least one (1) supervisor for Master's Degree and at least two (2) supervisors for Doctoral Degree 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's Degree
7.1.1 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, he or she must have at least five (5) years' experience in teaching and research AND *has co-supervised master candidate.

7.1.2 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, he or she 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.

7.2 Doctoral Degree
7.2.1 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, an 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))

7.2.2 Co-supervisor
a) Can be appointed among UiTM academic staff or other institutions or industry or practitioners.

b) Where the co-supervisor has only a master's degree, an extensive experience in research is required and subject to the approval of the University Senate.

c) A co-supervisor from the industry or practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.

7.3   Change of Supervisors
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 in a position to continue with supervision duties, JKAPS committee will propose a new supervisor related to the research area/field of the respective student.

7.4   Number of Supervision
a) A supervisor can be appointed as the main/co-supervisor to a maximum of 15 postgraduate students at a time regardless of Master's and/or PhD students.

b) A supervisor is allowed to supervise more than 15 students with the recommendation of the JAF/JAN based on the student's performance under his/her supervision and will be endorsed by JKIPA.

8   ASSESSMENTS
Formative and summative assessments are used to assess Master's and Doctoral Degree students.

8.1   Formative assessment
a) Regular Monitoring of Research Progress
b) Defend Research Proposal (DRP)
c) Presentation/Colloquium/Seminar/Workshop

8.1.1 Regular Monitoring of Research Progress
Student research progress is monitored through regular supervision sessions and other learning activities as required by the respective research project.

8.1.2 Defend Research Proposal (DRP)
a) Students must submit and present their research proposal within the respective timeline from the date of registration.

Master's Degree

Full-Time Student	:	Six (6) months
Part-Time Student	:	Twelve (12) months

Doctoral Degree

Full-Time Student	:	Twelve (12) months
Part-Time Student	:	Eighteen (18) months

b) The students will be given either AM1 or AM2 if they fail to submit and present their research proposal within the stipulated time.

c) The DRP result is based on the followings:

CATEGORY	MARKS	DESCRIPTION
1	90 - 100	Accepted without amendments.
2	80 - 89	Accepted with minimal amendments. The amendment must be verified by the main supervisor and submitted within two (2) weeks from the date of DRP.
3	70 - 79	Accepted with minimal amendments. The amendment must be verified by the DRP Panels and submitted within one (1) month from the date of DRP.
4	65 - 69	Major amendments. The student has to re-submit the amended proposal and represent it to the DRP panels within two (2) months from the date of DRP.
5	<65	Rejected. Student is required to submit and present anew proposal.

d) Students are given three (3) chances to defend their research proposal.
e) Students who received Category 4 or 5 in the third DRP will be dismissed.

8.1.3 Presentation/Colloquium/Seminar/Workshop
Students are required to present their research work in Colloquium/Seminar/Workshop as set by the respective College/Faculty/Academic Centre/UiTM Branch Campus.

8.2   Summative assessment
   a) Research Proposal
   b) Oral Assessment
   c) Research Progress
   d) Examination of Thesis
   e) Viva Voce

8.1.4 Research proposal
Research proposal must be presented to the Panel of Examiners appointed by the respective College/Faculty/Academic Centre/UiTM Branch Campus.

8.1.5 Oral Assessment
a) Conversion and fast-track PHD's students will be evaluated through oral assessment. The assessment will be conducted within the following timeline:
i) Conversion student – within one (1) year from the conversion approval.
ii) Fast-track PhD - within two (2) years from the commencement date.
b) If the student fails in the oral assessment, his or her   PhD status will be revoked and he or she will continue as Master's degree student.

8.1.6 Research progress
a) Students who demonstrate an acceptable level of performance in their research progress will be given SM status and endorsed by JKAPS.
b) Students who do not demonstrate an acceptable level of performance in their research progress will be given AM1, AM2 (for Master) or AM1, AM2, AM3 (for Doctoral) students.
c) Master's student who received AM2 will be dismissed from study
d) Doctoral student who received AM3 will be dismissed from study.

8.2 Examination of Thesis
Examination of a thesis is a core assessment required in Master's and Doctoral Degree programme. All requirements related to thesis examination must be complied prior to thesis submission.

8.3 Viva Voce
Viva voce is an oral examination at the culmination of a Master's   and Doctoral Degree programme. It comprises internal and external examiners who will examine the research work.

9 THESIS
9.1 Rules for Thesis Writing
a) Students are not allowed to submit a thesis that has been submitted to the University or other institutions of higher learning.
b) Students have to state and affiliate their status as students of the University.
c) The thesis has to be an original work of the student. Students who have outsourced their work to another individual or organization are subjected to 'Dasar Plagiarisme UiTM dan Perlaksanaannya'.
d) The copyright and other intellectual property of the research project belong to the University.
e) Thesis must be written in English. Approval from the University Senate is required for exemption.
f) The guideline of thesis writing and formatting is stated in the latest edition of Guidelines on Thesis / Dissertation Format for Postgraduate Programme published by IPSis.

g) The total number of words for the thesis is listed in Appendix 1. The total number of words does not include endnotes, quotations, appendices, tables, and diagrams.

9.2 Thesis Submission

The process of thesis submission is divided into two (2) stages:

a) Intention to Submit Thesis.

    i) Students are required to submit a complete *Notice of Intention to Submit Thesis* form to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.

    ii) Students are required to submit Thesis Abstract, Table of Content and Similarity Index Report.

    iii) Supervisor needs to verify the thesis is 90% complete and has met the plagiarism policy as stated in the latest version of 'Dasar Plagiarisme UiTM dan Perlaksanaannya'.

    iv) Notice of thesis submission is valid for three (3) months from the date of submission.

    v) The *Examiner Nomination* form must be submitted to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus by the supervisor.

b) Thesis Submission for Viva Voce.

Thesis submission is valid upon the fulfilment of these requirements:

    i) Students are required to submit a complete *Thesis Submission* form to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus.

    ii) Students are required to submit digital thesis and Similarity Index Report to the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus along with Thesis Examination Fees receipt.

    iii) Students are required to fulfil the publication requirement according to their study level as follows:

Master's Degree	:	One (1) indexed publication* that has been accepted as main or corresponding author.
Doctoral Degree	:	Two (2) indexed publications* with at least 1 (one) was published as main or corresponding author.

Indexed Publication by ERA/SCOPUS/WoS/MyCite/Listed Journal in Appendix 2.

Note:
Students who have submitted their thesis for the viva voce must retain their active status and register as a student until the evaluation is complete by paying the required fees.

9.3 Thesis Examination Ethics

All examiners should be impartial toward the student's work. The Head of respective College/Faculty/Academic Centre/UiTM Branch Campus Postgraduate Centre must ensure the examiners must abide to the following ethical conditions:

a) Should not provide the student with any formal guidance in respect of the content or structure of the thesis.

b) Should not be the student's collaborator in the research activity or co-author of publications related to the thesis.

c) Should not be a close family member (spouse, parents, children and siblings) of the student or any of the supervisors.

d) Should not be the conversion application assessor for the students.

e) Should not have graduated under the same supervisor in less than two (2) years.

10 THESIS EXAMINATION
10.1 General Examiners Criteria

a) An examiner must have a minimum qualification of no less than the supervisor. For examiners without the required qualification, the appointment is subjected to the approval of the University Senate.

b) Examiners must be from the fields related to the research of the student under evaluation.

c) An examiner should not be a postgraduate student at any institution.

d) An examiner should not be appointed to examine two or more theses of students under the same supervisor at one time.

e) The examiners have supervised candidates at the relevant level.

f) Examiners must be engaged in research and have produced credible publications or equivalent works.

g) Examiners from the industry can be exempted from requirements in (e) and (f).

10.2 Master Degree

a) Master's degree by research must be examined by at least two (2) examiners, one (1) of whom must be an external examiner.

b) More than 2 examiners may be necessary in the case of multidisciplinary theses.

10.2.1 Internal Examiner

a) Field experts from the University who are appointed to examine and evaluate students' thesis. If there is no qualified internal examiner, all examiners may come from other institutions.

b) Internal examiners for Master's thesis must have experience in the relevant field.

10.2.2 External Examiner

a) Field experts from other institutions or industry who are appointed by The University to examine and evaluate students' thesis.

b) External examiners for Master's thesis must have examined at least one (1) Master's thesis.

10.3 Doctoral Degree
a) Doctoral degree by research including PhD by published work, the thesis must be examined by at least two (2) examiners, one (1) of whom must be an external examiner.
b) More than 2 examiners may be necessary in the case of multidisciplinary theses.

10.3.1 Internal Examiner
a) Field experts from the University who are appointed to examine and evaluate students' thesis. If there is no qualified internal examiner, all examiners may come from other institutions.
b) Must have examined at least one (1) Master's thesis by research.
c) Internal examiner for Doctoral thesis must have experience in the relevant field, experience in Doctoral supervision and have examined at least one (1) Master's thesis.

10.3.2 External Examiner
a) Field experts from other institutions or industry who are appointed to examine and evaluate students' thesis.
b) External examiners for Doctoral thesis must have examined at least one (1) Doctoral thesis.

10.4 Viva voce Committee
Thesis examiners committee comprises:

CHAIRPERSON	:	Professor/Associate Professor with PhD
MEMBERS	:	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

10.5 Viva Voce
Students need to present their theses in the presence of a panel of examiners.

10.6 Result of Viva Voce
a) The viva voce result is based on the following categories:

CATEGORY	DESCRIPTION
Category 1	Pass

CATEGORY	DESCRIPTION
	The student has passed the viva voce for the Masters/Doctoral Degree without any correction. The final thesis must be verified by the main supervisor and submitted within two (2) weeks from the date of viva voce.
Category 2(a)	Pass with Minor Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce. The amendment must be verified by the main supervisor and submitted within one (1) month from the date of viva voce.
Category 2(b)	Pass with Minor Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce. The amendment must be verified by the internal examiner and submitted within three (3) months from the date of viva voce.
Category 3	Pass with Major Corrections The student has passed the viva voce for the Masters/Doctoral Degree and subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce. The amendment must be verified by the internal and/or external examiner and submitted within nine (9) months from the date of viva voce.
Category 4	Re-examination The student has to re-submit the thesis for re-examination and be subjected to major corrections to the thesis as detailed in the Thesis Evaluation Report and minute of viva voce.

CATEGORY	DESCRIPTION
	The amendment must be verified by the internal and external examiner and submitted within twelve (12) months from the date of viva voce. This recommendation can only be made twice. Thus, a student is allowed to submit the thesis three (3) times. This recommendation cannot be made at the third Viva.
Category 5	Fail The student is not eligible to be considered for the Masters/Doctoral Degree and is not allowed to re-submit the thesis for examination.

b) Failure to submit the thesis within the stipulated time will be deemed as fail with a GV status.
c) In the event of plagiarism, the viva voce result is deferred by the viva voce committee. The case will be referred to the University Disciplinary Board by the postgraduate office of the respective College/Faculty/Academic Centre/UiTM Branch Campus for decision based on the evidence.

11 EXAMINATION STATUS / HEA STATUS
a) Student's Examination status is given according to the progress of their research work and thesis examination. The Student's Status will be approved by JKAPS and endorsed by JKIPA.
b) The final result of viva voce will be endorsed by the University Senate.
c) The examination status are as follows:

EXAM STATUS	DESCRIPTION
AM1	First Reminder
AM2	Second Reminder
AM3	Third Reminder (For Doctoral student only)
APC	Excellent Research Award
CK	Special Leave
D	Dismiss
DG	Suspended due to disciplinary action
FD	Students who are found guilty of an offence by the University Disciplinary Board
GS	Temporary Suspended
GT	Revocation of Student Status
GV	Fail in Viva voce or does not submit the thesis within the stipulated time
SM	In Progress
T	Reactivation of Student Status After Revocation
TG	Deferment of Academic Semester

TM	Complete
X	Reactivation of Student Status After Dismissed

12 AWARD AND RECOGNITION

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

12.1 Graduate on Time (GOT)

Completed the study duration according to degree level as follows:

DEGREE LEVEL	PROGRAMME TYPE	PRESCRIBED NUMBER OF YEARS TO GRADUATION
Master's	All programmes except architecture, medicine, dentistry and veterinary	2 years
	Architecture, medicine, dentistry and veterinary	3 years
PhD	All programmes except architecture, medicine, dentistry and veterinary	4 years
	Architecture, medicine, dentistry and veterinary	5 years

12.2 Excellence Research Award (APC)

a) Completed the study within the GOT timeline;
b) Obtained at least Category 2 (Minor Correction) for the viva voce result
    i) 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
    ii) At least one (1) indexed journal for Master's student
    iii) At least two (2) indexed journal for Doctoral student
c) 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
d) Has not attained any university's disciplinary act or has committed any wrongdoings of the University's Act or research ethics.

12.3 Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC)

The ASCTC is awarded to Master's Degree students. The candidate must fulfil the following criteria.

12.3.1 General criteria
a) Applicable to research and mixed mode student only
b) Has completed the study within the GOT timeline.
c) Has obtained at least Category 2 (Minor Correction) for the viva voce result.
d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

12.3.2 Specific Criteria
The candidate/recipient:
a) Has presented at least one (1) indexed conference recognized by UiTM as listed in Appendix 2.
a) 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..
b) 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.
c) Produced impactful research to the community/industry/institution.
d) Passed the interview.

12.4 Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC)
The AKCTC is awarded to Doctoral Degree students. The candidate must fulfil the following criteria.

12.4.1 General criteria
a) Applicable to research and mixed mode student only.
b) Has completed the study within the GOT timeline.
c) Has obtained at least Category 2 (Minor Correction) for the viva voce result.
d) Has not been subjected to any University's Disciplinary Act or University's Act or Research Ethics or any law.

12.4.2 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

12.5 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 award are awarded subject to the following conditions:

   i) Students have submitted the thesis for viva-voce;

   ii) Thesis has been assessed by the examiner(s) with minor correction or above.

d) Supervisor(s) will be responsible for the correction or amendment.

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

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

13 STATUS OF DISMISSED

Status of Dismissed (D) is given to students with unsatisfactory performance and are described as follows:

STATUS	DESCRIPTION
D10	i) Is given to Master's students with AM2 status. ii) Is given to Doctoral students with AM3 status. iii) No progress report at the stipulated time or, iv) Failed DRP for the third time.
D11	Exceed maximum duration of study.
DS	Dismiss due to disciplinary action.

14 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 Plagiarismm UiTM dan Perlaksanaannya'*.

15 APPEAL

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

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

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

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

15.2 Appeal for Viva-voce or Re-Viva Result

a) Students who are dissatisfied with a decision by the Viva Voce Committee may appeal within 30 working days after the viva-voce or re-viva whichever applicable.

b) An appeal letter must be submitted to the office of the Postgraduate Centre of the respective College/Faculty/Academic Centre/UiTM Branch Campus.

16 ACADEMIC CONFERMENT

Students will be conferred Master's or Doctoral Degree upon:

a) Submission of the final thesis after viva voce.

b) Fulfilled the University requirements.

c) Endorsed by the University Senate.

17 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.

APPENDICES

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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	30000
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
MD		30000	100000	30000	60000			20000	50000			15000	20000

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
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

END