



POSTGRADUATE PROGRAMME HANDBOOK

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**This handbook contains the rules and regulations of postgraduate studies at
University College of Yayasan Pahang.**

All postgraduate candidates should comply with these rules and regulations.

**UCYP reserves the right to amend the rules and regulations from time to
time.**

2023

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SECTION A

GENERAL INFORMATION

1.0 INTRODUCTION

This handbook is intended to provide essential information to postgraduate candidates by research. The University reserves the right to revise/amend the rules/regulations/procedures. It is the responsibility of the candidates to make themselves familiar with the rules and regulations and to understand that any breaches may lead to disciplinary action and may disrupt the study of the candidate.

2.0 DEFINITIONS

- a) **“FD”** means students who failed and are dismissed from the study.
- b) **“Grade”** means a value of the examination score obtained in the form of an alphabet.
- c) **“Withdrawal”** means the student's name will automatically be withdrawn from the University register for failing to register for the course within the specified period.
- d) **“Lecture”** means a formal meeting set for a course which includes instruction in classrooms, laboratories, field work and other teaching and learning activities within a prescribed time frame.
- e) **“Elective Course (EC)”** means an optional course to support students’ interest and strength within the standard of program.
- f) **“University Core Course (UC)”** means a compulsory course set by the University to all students.
- g) **“Program Core Course (PC)”** means a compulsory course which is offered based on respective program’s requirements.
- h) **“Equivalent Course”** means a course recognized as equivalent to the status of another course.
- i) **“Week”** refers to the academic week based on the current working days in Pahang.
- j) **“Course Registration”** means a list of registered courses which students may add/drop within a stipulated period of time.
- k) **“Course Exemption”** means an exception granted to students on an equivalent course taken, and subject to the approval of the offering faculty.
- l) **“Examiner”** refers to personnel who handle the preparation of examination papers and answer schemes, decides on the assessment methods, marks answer scripts or

evaluate students' performance for each course assigned.

- m) **“Examination”** means all aspects of assessment like tests, tasks, quizzes, practical, field work and others assigned by the examiner.
- n) **“Faculty”** refers to faculty/academic centers established by the university which offer a program of study.
- o) **“Final Examination”** means written assessment that is held after Week 14 in a particular semester.
- p) **“Grade Point Average (GPA)”** means the average grade value obtained from the number of grade points divided by the total number of credit units taken for a semester.
- q) **Cumulative Grade Point Average (CGPA)”** means the average grade value obtained from the number of accumulated value points divided by the total credit units accumulated for all the semesters.
- r) **“Senate”** refers to the highest academic body of UCYP responsible for monitoring and providing the general direction for instruction, research, examinations and the conferral of degrees, diplomas, certificates, and other academic distinctions.
- s) **“University”** refers to the University College of Yayasan Pahang.

3.0 MEDIUM OF INSTRUCTION FOR TEACHING AND LEARNING

- 3.1 Bahasa Melayu and English Language are the medium of instruction for teaching and learning.
- 3.2 Programs related to conditions set by the professional body may be conducted fully in English.
- 3.3 Foreign language courses are conducted in the respective foreign languages.

4.0 POSTGRADUATE PROGRAM

4.1 Doctoral and Master Program by Research

A candidate must register and pass a prescribed number of taught subjects. In addition, he/she must conduct research under the supervision of academic staff and submit a thesis for the fulfillment of the graduation requirements.

4.2 Mixed Mode Master's Degrees

Students must complete a minimum of 21 credits of courses and an equivalent of 21-credit research component and must obtain a final academic grade of at least 3.0 CGPA.

4.3 Master's Program by Coursework

A candidate must register and pass a prescribed number of taught subjects. In addition, he/she must complete a project under the supervision of academic staff and submit a project for the fulfillment of the graduation requirements. The contribution of the coursework component shall be approximately 70% and above.

5.0 ENTRY REQUIREMENT

5.1 Local Student

- a) Master's applicant must have a bachelor's degree with Honors in a relevant field of study from a University that is recognized by the University Senate and the Malaysian government.
- b) PhD Applicant must have a master's degree in a relevant field of study from a university that is recognized by the University Senate and the Malaysian government. Certain programs may have a specific requirement such as submission of a portfolio of related work, an interview or working experience. Details of requirements can be referred to the faculty.
- c) A candidate applying for admission into the doctorate program must have a master's degree in business OR any field OR any equivalent degree awarded by an institution of higher learning recognized by the Ministry of Education Malaysia and approval of the University Senate.
- d) In certain cases, the student can make appeal to the university for any application for admission into doctorate program from the Bachelor's degree with approval of the University Senate with the following criteria;
 - i. Graduated with a first-class degree or equivalent; or
 - ii. Obtained CGPA at least 3.67 or equivalent with academic program or Technical and Vocational Education and Training (TVET) program and
 - iii. Thorough internal evaluation from the university, and
 - iv. Enroll as candidacy Level 8 MQF doctorate program.

5.2 International Student

- a) Foreign candidates applying for admission must follow the faculty requirement based on the Standard program.

6.0 ADMISSION APPEAL

An applicant who does not qualify for admission under the regular admission criteria may be admitted to a program by appeal if, upon the basis of acceptable evidence. The applicant is judged by the University Senate to possess sufficient academic and professional potential pertinent to the educational objectives to merit such action.

7.0 DEGREE REQUIREMENT

7.1 Degrees are awarded based on Research and Dissertation, full time and part time.

7.2 Apart from program requirements, doctorate students must also fulfill the following requirements within the duration of their studies:

- a) Pass the required postgraduate modules.
- b) Pass presentations assessments within the duration of studies:
 - i. Research proposal
 - ii. Pre Viva-Voce
 - iii. Viva Voce
 - iv. Submit final thesis.
 - v. Publication requirements

7.3 Students who do not obtain satisfactory results for each level of presentation would be required to repeat their presentation.

7.4 Publication Requirements

In order to be awarded a degree, the candidate must fulfill the following publication requirements:

- a) For PhD candidate, at least one (1) full length article, accepted or published in journals indexed by ISI / SCOPUS / ERA or
- b) At least two (2) full length articles, accepted or published in any categories listed below: -
 - International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from My Cite (Malaysian

Citation Centre) or conference proceeding index.

- c) For Master candidate, at least one (1) full length articles, accepted or published in any categories listed below: -
 - International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from My Cite (Malaysian Citation Centre) or conference proceeding index.
- d) Authorship: Publications accepted must be published with the supervisor(s). The student must be the first student author. To fulfil the graduation requirement, publication is only counted for the first author.
- e) Plagiarism: Plagiarized articles will not be accepted for graduation requirement.
- f) Topic of publications: Publications accepted must be related to and conform to the candidate's current research in his/her thesis/dissertation.
- g) Affiliation: Publications accepted must carry University College of Yayasan Pahang (UCYP) affiliation.

8.0 REGISTRATION

- 8.1 Self-registration must be done according to the stipulated dates found in the offer letter for admissions to UCYP and the academic calendar.
- 8.2 All related documents must be uploaded to the system.
- 8.3 Postponement of registration is allowed for genuine cases. Official requests can be submitted to PGC for consideration. If your request is approved, a new offer letter or letter of offer extension will be issued. If it is not approved, you can re-apply for the same program without any penalty.
- 8.4 A UCYP registered student, either on a full-time or part-time basis, is not allowed to register for another degree with any other University either local or abroad.
- 8.5 Every registered student will be given an official email address that serves as a single unique ID for all UCYP applications.

9.0 FEES

- 9.1 All registered students of the UCYP are required to pay the fees for each semester.
- 9.2 Non-Recurring Fees (payable once)
 - a) Registration Fee

- b) Personal Bond/ Deposit (refundable at the end of studies)
 - c) Thesis Fee (for research mode student)
 - d) Convocation Fee
- 9.3 Recurring Fees (payable every semester)
 - a) Tuition Fees
- 9.4 Research Mode tuition fees may vary depending on the field of study.
- 9.5 Online payment is advisable and mostly preferred. However, payment by credit/debit card is accepted at the UCYP Finance Collection counter. Cash payment can only be made at the counter of any branch of CIMB Bank and please ensure a copy of Payment Slip is presented to confirm payment made to the UCYP Finance Collection counter.
- 9.6 For international students, fees are to be paid in Ringgit Malaysia although the advertised fees were in US Dollar. The amount to be paid will be charged based on current exchange rate.

10.0 DURATION OF CANDIDATURE

- 10.1 A student who registers for postgraduate study must fulfill the duration of candidature as stated in the offer letter.

PROGRAMME	FULL – TIME		PART-TIME	
	Minimum	Maximum	Minimum	Maximum
Doctor of Philosophy	6 Semesters	12 Semesters	8 Semesters	16 Semesters
Master Program (Research)	4 Semesters	6 Semesters	6 Semesters	10 Semesters
Master Mixed mode	2 Semesters	4 Semesters	4 Semesters	8 Semester
Master Program (Coursework)	3 Semesters	12 Semesters		
Master Program (ODL)	3 Semester	12 Semester		

However, if a student requires extension of his/her study due to certain valid

reasons, he/she may write to PGC in formal application. The approval of the extension is subject to the Senate endorsement.

11.0 RENEWAL OF REGISTRATION AND COURSE(S) REGISTRATION

It is the responsibility of a student to renew registration every semester and pay tuition fees within the renewal registration period. The announcement for the registration renewal and courses registration period will be published on the UCYP website, pgc.ucyp.edu.my usually one (1) month before the commencement of the new semester. Students are advised to check the website regularly for information updates prior to the registration period.

11.1 Renewal of Registration

- a) Compulsory to be completed via the University Online Student Portal (<http://ucyp.edu.my>) before the beginning of each semester. It is the responsibility of the student to renew his/her registration every semester and make payment of tuition fees within the renewal registration period. A student is given two (2) weeks to register. Students who register late for a course without reasons accepted by the University will be imposed a penalty.
- b) To be entitled as Active Student, Coursework and mixed mode, full-time students must register for at least one (1) course each semester. Part-time students are required to register for at least one (1) course each semester (excluding project/dissertation/ repeating courses).

11.2 Submission of Progress report (Research Mode)

Login to the University Online Portal (<http://ucyp.edu.my>) and click '**Progress Report**'. Ensure that the report is complete for both students and the main supervisor section.

11.3 Payment of Tuition Fees

- a) Renewal of registration is considered complete upon completion of tuition fee payment. All payments MUST be cleared by the stipulated period to avoid the late registration penalty. A copy of bill and proof of payment/scholarship letter MUST to be sent to the UCYP Finance Department within the renewal period of every semester. Students who have renewed the registration via online but

did not complete the payment within the stipulated period will be considered as registering late and as such, liable for the late registration penalty of RM200.

- b) Students who fail to renew the registration within the stipulated period (without justifiable reasons) will be terminated from their studies.
- c) If any course(s) to be registered for that semester is not offered, students can apply for postponement of studies for that semester. Hence, renewal of registration is not required but the postponement request must be made before the date of the new semester commences. If an active student failed to renew his/her registration within the given period, without reasons that can be accepted by the University, he/she can be terminated from his/her study.

12.0 PRE-REQUISITE COURSE(S)

- 12.1 Registration of all pre-requisite courses (if applicable) must be done within the first week of the semester. students must fulfill the requirements for pre-requisite set by the faculty. Students must follow the guidelines and arrangements from the faculty. Results of the pre-requisite courses/assessment endorsed by the Senate. Students will obtain the verification letter from the Faculty.

13.0 ADD/DROP OF COURSES.

Any add/drop of course(s) must be made using the Add/Drop form available at UCYP website. The form must be signed by the respective Dean/Director/Deputy Dean and submitted to PGC immediately. Final confirmation of course registration after the add/drop of courses can be checked through UCYP student portal.

13.1 Add of Course(s)

Add of Course(s) Course(s) can be added within the first two (2) weeks of the semester. The application must be made using the Add/Drop Form.

13.2 Drop of Course(s)

- a) Course(s) can be dropped up to the sixth (6) week after the semester commences. Tuition fee will be credited into the student's account for the

following semester if the course(s) is dropped within the first two (2) weeks of the semester. No refund will be made for courses dropped after the second (2) week of the semester. The application must be made using the Add/Drop Form.

- b) Students are required to check the final list of courses registered through the UCYP website before the ninth (9) week of the semester.

14.0 POSTPONEMENT OF STUDIES

- 14.1 Postponement of studies is only allowed after registration and completion of at least one (1) semester, except for medical or valid personal reasons. Postponement application should be done through the student portal.
- 14.2 Full time - Students are allowed to postpone their studies for a **maximum of two (2) semesters** throughout the entire duration of the candidature period.
Part time - Students are allowed to postpone their studies for a **maximum of four (4) semesters** throughout the entire duration of the candidature period.
- 14.3 Tuition and Retaining Fees charges are subjected to the date of postponement application:

TIME FRAME	DETAILS
Application sends to Faculty before the new semester commence until the 2nd week of the new semester.	Retaining Fee will be imposed. a. Local – RM150 b. International – RM250
3rd week – 9th week	50% of the tuition fee will be imposed
After 10th week	Full tuition fee will be imposed

Note: Retaining Fee is to ensure student's candidature status remain ACTIVE

15.0 CONVERSION OF STATUS / CHANGE OF MODE OF STUDY

- 15.1 Student can apply for conversion of status from full-time to part-time or vice versa. Students must submit the application form and formal letter with acceptable reason to PGC and faculty and the application should be endorsed in the Senate.
- 15.2 The conversion of status is only permitted twice during the entire period of candidature.

16.0 EXTENSION OF CANDIDATURE

- 16.1 Application for extension of candidature must be made two (2) months prior to the date of expiration of a student's candidature. The maximum period of extension allowed is two (2) semesters only.

17.0 WITHDRAWAL FROM THE PROGRAMME

Withdrawal application should be done through the UCYP student portal.

18.0 TERMINATION OF CANDIDATURE

- 18.1 The University reserves the right to terminate a student's candidature based on:
- a) Student's failure to renew the registration before the new semester commences.
 - b) Unsatisfactory academic performance Research Progress (Research mode).
 - c) Failure to pay the tuition fees.
 - d) Other disciplinary cases that have been brought into the senate for approval.

19.0 REACTIVATION OF CANDIDATURE

- 19.1 Student may reactivate his/her candidature within 1 year after termination subjected to a period of candidature. Reactivation for research mode students (terminated due to maximum period of candidature) will only be considered if the student submits two (2) draft copies of thesis within one (1) year from the date of maximum candidature. The reactivation of the candidature is subject to the decision of the University.

20.0 ACADEMIC LOAD

- 20.1 Students pursuing a program other than research mode are required to register a minimum of six (6) credits for each semester.
- 20.2 Students on a modular basis mode should register for at least one (1) course to continue the study for the respective session.
- 20.3 Change of Supervisors
- Permission to change supervisors must be approved by the current Supervisor before it is submitted to the PGC and endorsed by the PG Committee. A student must specify his/her intention to apply for a change of supervisor. Change of

supervisor should be permitted based on the reason accepted and endorsed by the PG Committee.

20.4 The change of supervisor can be done not more than once during the period of candidature and the student are not allowed to apply for the change of supervisor if he/she had already submitted the Notice of Thesis Submission.

20.5 Change of Research Topics and Fields Within the Same Program.

Permission to change a topic or field of research must be approved by the Supervisor. A student must specify his/her intention to apply for a change area of study or change of topic. The form must be submitted to the Supervisor for approval before it is submitted to the relevant Faculty/Centre for approval. The approved form must be submitted to the PGC.

20.6 Progress Report

A student must submit a progress report to the PGC via student portal by Week 14 of each semester. Each Progress Report should detail the student research progress. Students must register for progress report throughout his/her candidature period until the submission of the draft thesis for viva voce. A student who has submitted draft thesis for viva voce is not required to register for progress report. Students will be given the progress report result of either Satisfactory (MM) or Unsatisfactory (TM). The candidature of students who gain TM for two consecutive semesters will be terminated. Table below shows the performance indicator for TM and MM.

MARKS	GRED
41-100	MM
0-40	TM

Table 1.1: Performance Indicator

20.7 Course Grade Appeal

A student can appeal for review of his/her examination results within two (2) weeks after the grades are issued by the PGC. Students are required to submit the appeal form to the PGC stating their intention, and they will be required to pay a fee when making the appeal.

20.8 Proposal Defense / 1st Level Assessment

A student is recommended to undergo proposal defense at a certain duration, as mentioned in Table.

PROGRAMME	FULL TIME	PART TIME
PhD	Second Semester	Third Semester
Master	Second Semester	Third Semester

Table 1.2: Level Assessment

- 20.9 Students are required to submit three (3) copies of a proposal and an application form verified by the Supervisor and Faculty to submit to the PGC.
- 20.10 For candidates undertaking research leading to the submission of a thesis shall be given THREE (3) opportunities to acquire approval for their Proposal Defense. Failure on the third attempt shall result in the termination of his/her candidature.
- 20.11 After the Proposal Defense session, students must submit the List of Corrections and one copy of the corrected proposal verified by the Examiners and Supervisors to PGC (original copy) and one copy to be submitted to faculty.
- 20.12 The Panel of Examiners consists of the following: A Chairman appointed by the faculty and two (2) examiners proposed by the faculty. The outcome of the Proposal Defense must be addressed in the Faculty Council and PG Committee meeting.

21.0 PREPARATION, SUBMISSION AND EXAMINATION OF THESIS DISSERTATION

- 21.1 This general Thesis / Dissertation Format Guideline is intended to facilitate the processes involved in the submission of the thesis/ dissertation. However, if there are any additional guidelines, students should refer to the supervisor for approval. The compulsory format of the thesis should include the following elements:

Title Page
<ul style="list-style-type: none"> ● Title of Thesis / Dissertation ● Student full name ● Thesis / Dissertation submitted in fulfillment of the requirements for the Degree of Doctor Philosophy / Master's Degree

<ul style="list-style-type: none"> DO NOT number this page
Acknowledgements
<ul style="list-style-type: none"> This is a statement of appreciation to supervisors (s), source of scholarship, assistance obtained during research etc. Number this page "ii".
Table of Contents
<ul style="list-style-type: none"> Comprises the titles of parts, sections or chapters and their subdivisions. Must be worded exactly as in the text. Must have Headings (1,2,3 and so on), sub-headings (1.1,1.2, 1.3) and sub sub-headings (1.2.1, 1.2.2 and so on) Further divisions to be indicated by small letters in parenthesis e.g. 1.2.1(a),1.2.1(b) and so on. Number this page "iii"
List of Tables
<ul style="list-style-type: none"> Must be worded exactly as in the text. Page number begins with "iv" and so on.
List of Figures/ Plates
<ul style="list-style-type: none"> Must be worded exactly as in the text. Page numbered in Roman numeral accordingly.
List of Symbols and Abbreviations
<ul style="list-style-type: none"> Page numbered in Roman numeral accordingly.
Abstrak (in Bahasa Melayu) / Abstract (in English)
<ul style="list-style-type: none"> An abstract is a summary of the entire thesis and should contain a brief write-up of the problem statement, objective, methodology, and summary of the findings in context of the whole study. The Bahasa Melayu abstract appears first. Both versions must have their respective titles. Not more than 400 words and double spacing. Indent in one paragraph.
Chapter 1: Introduction

<ul style="list-style-type: none"> • Gives a background and highlights the problems under investigation by describing the status of the problem(s) conceptually or theoretically. • Sets forth the scope and objectives of the study
Chapter 2: Literature Review
<ul style="list-style-type: none"> • Outlines plan of action or research protocol. Can include a fully referenced review of the existing literature.
Chapter 3: Methodology
<ul style="list-style-type: none"> • Methods should be described so that another researcher will have no difficulty replicating them.
Chapter 4: Results
<ul style="list-style-type: none"> • Consists of results obtained from the study. • Can be presented as a series of figures, tables etc. with a descriptive text. • Analysis of data such as statistical analysis can be stated
Chapter 5: Discussion and Conclusion
<ul style="list-style-type: none"> • Discusses the outcome of research in relation to results obtained and existing evidence/reports. • Recapitulation of the study's findings. • Discussion of the findings. • Recommendation for future research • Conclusion of the study
References
<ul style="list-style-type: none"> • Start on a fresh page. • The title REFERENCES to be centered in capital letters. • Five (5) cm from the top. • List begins with four (4) spaces from the heading. • Single spacing within entry. • Double-spacing between entries. • 3-space indentation for entry exceeding a single line.

Appendices
<ul style="list-style-type: none"> • Referred to in the text. • Comprises of supplementary illustrative materials, original data, and quotations too long for inclusion in the text or lengthy experimental methods. • Words APPENDICES to be centered in capital letters. • Do not number this page. • Must be listed in the Table of Contents
List of Publication
<ul style="list-style-type: none"> • List of all the publications (including conference articles from the research work). • List only accepted publications. • Manuscript that has been accepted but not published must be printed as •in press... • Use the same style as the references. • Obtain written permission to borrow any copyrighted material. You need to keep your own file of permission letters for any copyrighted materials used in your dissertation or thesis.

Table 1.3: General guideline of a thesis / dissertation.

21.2 UCYP upholds the policy of ensuring all students for higher degrees are trained to practice highest standards of intellectual honesty and integrity. This means that ideas and data of other researchers that you used must be duly acknowledged in your thesis by citing the quoted materials and providing the full references in the reference list. Failure to do this will make you liable for plagiarism. Please remember that a writer may unconsciously commit plagiarism but nonetheless it does not absolve him/her from the charge.

21.3 Notice of Submission of Thesis

PhD students are required to submit the Notice of Submission of Thesis form, at least three (3) months prior to submitting four (3) copies of the thesis. A student's status must be active during submission of this notice.

21.4 Submission of Draft Copies of the Thesis

- a) Submission of a thesis must be made after a candidate has fulfilled the minimum period of candidature. Faculty will not accept any thesis that has not been written in accordance with the prescribed format. Format checking

must be made at PGC before submitting the four (3) copies of the thesis. Submission of Draft Copies of Thesis form must be completed properly.

- b) Should there be any changes to the thesis title, written confirmation from the main supervisor and approval from the Dean need to be obtained before the thesis be submitted to PGC. Payment of the Thesis Examination Fee must be made, and a copy of the receipt should be submitted to Faculty together with the four (3) copies of the thesis.

21.5 The Viva Voce (Oral Examination)

In general, the purpose of the viva-voce is to demonstrate the originality of a student's work and to ensure understanding of the research and defend it verbally. The student must answer question(s) in such a way as to demonstrate sufficient knowledge of the subject to pass the viva- voce. Students are required to attend a viva-voce to defend the research and duration of the viva-voce may vary between one to two hours. On the day of the viva-voce, students must make sure that they are present at the venue at least 30 minutes before the event.

Scale	Results	Description	Maximum correction submission
Scale 1	Pass	A student is awarded a Doctor of Philosophy.	One (1) month
Scale 2	Pass with minor corrections	A student is awarded Doctor of Philosophy subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report.	Three (3) months
Scale 3	Pass with major changes/corrections	A student is awarded Doctor of Philosophy subject to changes/corrections to the thesis as listed in the Viva-voce Panel Report. The thesis MUST be revised and verified by the Viva-voce Panel after the student has made the changes/corrections.	Six (6) months

Scale 4	Re-examination (Re-viva)	A student is allowed to re-submit the thesis for re-examination after the candidate has made the changes/corrections to the thesis as required in the Viva-voce Panel Report. The thesis MUST be reexamined, and the candidate MUST attend another viva-voce. The result will be only PASS or FAIL.	Nine (9) months
Scale 5	Fail	A student is not eligible to be awarded a Doctor of Philosophy and is not allowed to resubmit the thesis for examination.	

Table 1.4: Viva-Voce Result

21.6 After the viva-voce, a student must obtain the result of the viva-voce and reports for making the necessary corrections and improvements from the viva-voce Secretary. Students will be given a specific period to correct and complete the thesis before submitting the final three (3) hard bound copies. The time period given for correction includes correction checking, endorsement by the assigned Panel and submission of the hard bound is maximum of one to two months upon submission to the PGC. In any case, if a student is required by the Viva-voce Panel to resubmit the thesis for re- examination, student must complete Re-submission of Thesis form. This document is then submitted together with the four (4) softbound copies of the thesis to PGC.

21.7 Submission of Final Copy of Thesis

When all corrections have been made and incorporated into the thesis, a student is required to complete the Submission of Final Copy of Thesis form. The final content of the thesis is to be produced on a CD. The documentation of the thesis must be written clearly on the CD label. One (1) copies of the CD with three (3) copies of book-style final thesis must be submitted to PGC. These three (3) copies are meant to be kept by UCYP library, PGC and Faculty. If a student wishes to keep a copy for him/herself, he/she is advised to produce an extra copy.

21.8 Student Thesis's Copyright and University's Intellectual Property

The copyright to a thesis belongs to the student. However, as a condition of being awarded the degree, the student hereby grants to the University, a free, ongoing, non-exclusive right to use the relevant work and/or thesis for the University's teaching, research and promotional purposes as well as free and the non-exclusive right to retain, re-produce, display and distribute a limited number of copies of the thesis, together with the right to require its publication for further research and archival use.

21.9 Statement of Declaration

In submitting the original copies of thesis, each student must sign a declaration form stating that the thesis is his/her own work.

21.10 Research Project for Coursework/Mixed Mode

- a) The Research Project for Master's programme introduces students to research, and provides an opportunity to conduct in depth research in specific area of concentration. The research project courses should demonstrate that the student has the ability to carry out research and report their findings. This research project component is partial fulfilment of the Master's program requirements where students are required to complete and pass the Research Project before the degree can be awarded.

Courses	Assessments	Weightage
Research Project	Presentation	30%
	Research report / project paper	70%

Table 1.6: List of Assessments for Research Project

22.0 EXAMINATION

- 22.1 Examinations are conducted at the end of each semester. Examination slips is required for admission into the Examination Hall and can be collected from UCYP Finance Department. It is the responsibility of the student to comply with and to be present at the Examination Hall during the stipulated time, date and place of the examination.

- 22.2 If a student is unable to sit for examination, the student is required to immediately notify the Examination Section (Academic Department) in writing and attach

evidence (if any) to accompany the notification. Students must comply with all academic requirements (for lectures, tutorials, practical, etc.) to qualify them to sit for the examinations.

- 22.3 The examination process is based on the principle of continuous assessment that comprises the coursework and the written examination components. The coursework component can be based on participation in tutorials, tests, essays, project work, studio work, fieldwork, etc.
- 22.4 Performance is assessed according to the examination grading method, which is the Cumulative Grade Point Average (CGPA) based on the following scale:

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

Table 1.5: Cumulative Grade Point Average (CGPA) for Coursework Master's Degree.

- 22.5 Apart from the grades stated above, the following grades as stated in the table below may be given to a student for any course attended:

GRADE / STATUS	EXPLANATION
DP	Withdrawal with special permission.
*(F)	Pass on Re-sit (*will be replaced by grade scored).
F(F)	Fail on Re-sit

CE	Credit Exemption
CT	Credit Transfer
NYS	Not Yet Studied
I	Incomplete
Pass/Fail/Grade	Practical/Industrial Training/English Placement Test
IP (In Progress)	<p>i. A notation of in-progress (IP) shall be given to students who did not complete their project papers or internship within the semester and will be charged RM 150.00.</p> <p>ii. Students can only extend another ONE (1) semester to complete the course, failing which the grade 'IP' will be converted, to an 'F'.</p>

Points = All courses, except those without Quality Point Equivalent, shall be taken into account in computing the semester's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

Students' semester GPA is calculated by dividing the student's Total Quality Point Equivalent earned for the Semester with Total Credits taken for the same Semester.

GPA = $\frac{\text{Total Quality Point Equivalent earned Credits taken}}{\text{Credits taken}}$

Total Quality Point Equivalent = $\sum (\text{Quality Point Equivalent earned} \times \text{Credits taken})$

A student's CGPA is calculated by dividing the student's Total Quality Point Equivalent accumulated throughout the Programme with the Total Credits accumulated throughout the Programme.

The dissertation course for Mixed Mode Program will be taken into consideration for graduation and will be awarded a PASS/FAIL grade.

22.6 Qualification to Sit for Final Examination and Attendance:

- Students are eligible to sit for examinations for all courses they have registered unless they have failed to meet the attendance requirement of the courses. The minimum attendance for each course is 80% of the total contact

hours of the course. The monitoring and recording of attendance of each student in class is the responsibility of the lecturers.

- b) Students who fail to meet the attendance requirement will be barred from taking the final examination. The continuous assessment marks are not to be used to determine the Grade and an “F” Grade will be given.
- c) The general instructions for the final examination are as per Examination Rules and Regulations.

22.7 Examination Rules and Regulations:

- a) It is compulsory for all registered students to sit any required examinations for each module.
- b) Students must fulfil the 80% attendance requirement’ otherwise they may be excluded from the examination.
- c) UCYP allows deferment of the examination for a student who is ill and can produce a medical certificate from a qualified Medical Doctor. The Assistant Registrar must be notified within 24 hours of the start of the examination and a medical certificate must be provided.
- d) Students are required to be present outside of the examination hall a minimum of 15 minutes before the examination is scheduled to begin.
- e) Students are to wait outside of the examination hall until the invigilator gives permission to enter the examination hall in an orderly manner through the designated door.
- f) Students will not be allowed to enter the examination hall if 30 minutes has elapsed after the start of the examination.
- g) Students who are late by not more than 30 minutes are allowed to sit for the examination but will be required to complete the examination at the originally scheduled finish time.
- h) All students are required to bring along their examination slips and their student I/D cards into the examination hall, place them on the right-hand side of their tables for checking by the Chief Invigilator.
- i) Students who do not have their examination slips are not permitted to sit the examination unless given permission by the chief invigilator.
- j) Students are not allowed to bring into the examination hall any book, papers, notes, pictures, any material containing notes, programmable calculator, or

materials, except with permission of the invigilator, or allowed by the rules stated on their exam paper.

- k) All mobile devices must be switched off and handed to the invigilator responsible for entering the examination room.
- l) Disciplinary action will be taken against students who do not abide by the above rules.

22.8 Assessment/Examination Results

- a) The continuous assessment marks are to be revealed to the Student by the Examination Unit before the final examination week. The student is responsible to notify the respective lecturer of any discrepancies in marks within three (3) days of their release, otherwise, the marks are considered to be valid.
- b) The final results will be announced by the Examination Unit after they have been approved and endorsed by the Senate.
- c) Students may appeal to review the final result of any course using the appropriate form within one (1) week upon release of the result.
- d) The final results of any Student with an outstanding payment to the University will be withheld. Results will be released once the payment has been made.
- e) The final examination script shall remain confidential.

22.9 Conduct of Examinations

- a) All students sitting for examinations are required to comply with the rules governing the conduct of examinations given below and the Administrative Order on the Conduct of Examination read by the invigilator to the students before the examination starts.

22.10 Examination Schedule/Timetable

- a) The Examination Unit will issue the schedule for the final examination or any other examination indicating the place and time for the examination. On rare occasions, circumstances may lead to the cancellation or postponement of an examination. If such circumstances arise the authority to cancel or

postpone the examination is vested with the Registrar.

22.11 Special Examination

- a) Students who are unable to take the final examination due to medical reasons or reasonable causes may, with approval, take a special examination at a designated time.
- b) The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.
- c) Except in unusual circumstances approved by the Senate, notification by the student received more than one (1) week after the date of the last examination will not be considered by the University.

22.12 Appeal on Examination Results

- a) Students who wish to appeal against the results of the final examination must fill in the appropriate application form and submit to the faculty within two (2) weeks after the examination result have been announced. Any appeal received after the stipulated period will not be considered.
- b) The appeal must be accompanied by a fee of RM50.00 (Ringgit Malaysia: Fifty Only).
- c) The Dean of the respective Faculty shall form a committee for reviewing the exam paper and the student's answer's script, and to recalculate the marks. The re-examination is to determine the technical mistakes that exist in terms of addition of marks, or any part of the answer not being marked, or marks being given wrongly for any part of the answer.
- d) The grade awarded by the committee, after being endorsed by the University Senate, shall be conveyed to the student, and recorded in the student's record/transcript. The decision is final, and no further appeal will be allowed.
- e) The appeal is allowed only once in the duration of study.

22.13 Course Grade Review

- a) The course grade review is allowed for students who are not satisfied with the grade obtained. However, for courses with final examinations, the review will only be assessing the final examinations evaluation. Course grade review

procedures are as follows:

- i. The appeal must be submitted to the Academic Management Centre for review within one (1) week after the release of the result.
- ii. A fee of RM50.00 (Ringgit Malaysia: Fifty Only) for each course is submitted with the application of the appeal.
- iii. Appeal forms must be submitted to the Academic Management Centre. The appeal will then be considered by the Appeal Committee for Reviewing Course Grades at the faculty concerned.

22.14 Appeal Committee for Reviewing Course Grades

- a) Appeal Committee for Reviewing Course Grades at Faculty's level shall consist of:
 - i. Chairman – Dean (Student's faculty)
 - ii. Member – Head of School and/or Program (Student's faculty)
 - iii. Member – Head of School and/or Program (Faculty that offer the course)
 - iv. Secretary – Administrative Officer of the faculty concerned.
- b) This committee will review and make a final decision for every appeal made.
- c) Each meeting must be attended by at least 3 members.
- d) The committee has the right to request the relevant academic officer to attend the meeting.
- e) The committee will also review application by lecturers for amendment of student's grade/mark.
- f) The committee has to report the result of the appeal to the Academic Management Centre.

22.15 Examination Offences

- a) Students who have committed a misconduct or academic wrongdoing can be charged with Academic misconduct according to the University and College University Act, 1971, Regulations of the University (Students Disciplinary).

22.16 Academic Status

- a) Students' academic standing is determined by the results of the examinations and the student's academic performance for the particular semester; and the

cumulative achievement for all semesters.

- b) Students who obtain CGPA of at least 3.00 for the semester will be of Good Standing Status and can proceed to the next semester.
- c) Students who obtain a CGPA of 2.50 to 2.99 in any semester are considered unsatisfactory and will be given a Probation 1 Status, but they will be allowed to repeat the course. If, in the following semester, the student's CGPA again falls below 3.00 (but > 2.50), s/he will be placed on Probation 2 Status.
- d) Students with CGPA less than 2.5 in any semester will be dismissed from the Program.
- e) Students whose CGPA remains below 3.00 for the third consecutive semester, s/he will be issued a letter of dismissal by the Registrar.

22.17 Repeating Course

- a) Students who fail any course prescribed in the program structure must repeat the course until they obtain a pass grade.
- b) Students are permitted to repeat a course not more than twice unless with the approval of the Senate upon the recommendation of the Dean.
- c) Students repeating a course will have both grades counted in the CGPA.

23.0 GOOD ACADEMIC PRACTICE

23.1 Academic Integrity

All parties shall help the University to prevent any misconduct which comprise misattribution of data, stealing of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of knowledge, ideas and information in relation to the work of others.

23.2 Intellectual Property (IP)

The University is committed to safeguard its intellectual property (IP), including all assets arising from the University's research, innovation, invention and creative output as well as the management, creation, protection, commercialization, exploitation and expansion of such rights.

23.3 Levels of Plagiarism

- a) The acceptable plagiarism rate for research submission is 25% and below. A complaint on plagiarism shall be investigated from all perspective including the following elements:
- i. Degrees of similarity [quantitative] as determined by the detection tool
 - ii. Levels of plagiarism [qualitative/descriptive]
 - iii. the significance of the plagiarism
 - iv. the person's intention and/or motivation
 - v. mitigating factors such as:
 - vi. stage/level of the academic program
 - vii. number of previous offences
 - viii. the person's academic/education background f. academic conventions within the relevant discipline
 - ix. the impact of a particular outcome on a person's progression
 - x. information provided to the person about academic integrity
- b) The University reserves the right to take one or more action in the event depend on the levels of plagiarism defined as below:-

Level One

The extent of plagiarism at this level includes but is not limited to inadequate or misleading quoting, referencing or paraphrasing. Rather than intention to deceive, it is determined that plagiarism at this level would have arisen from limited knowledge about plagiarism, conform to academic honesty and integrity, or from carelessness or neglect. At this level, plagiarism does not amount to academic misconduct. If the degree of plagiarism falls within Level One, repeat offenders will be reclassified as Level Two or Level Three offenders.

Level Two

The extent of plagiarism at this level includes inappropriate or fraudulent acts of work due to ignorance of academic honesty and integrity, where it would be expected that there is adequate knowledge of honesty and integrity. It is also classified as Level Two if it is apparent that there was

an intention to deceive or cheat by way of plagiarism. Plagiarism at this level is considered as an academic misconduct.

Level Three

The extent of plagiarism at this level includes copied work that arises from a clear intention to deceive by way of plagiarism. Level Three plagiarism is considered academic misconduct. Repeat offenders of Level Two will be classified as Level Three offenders.

Level Four

The extent of plagiarism at this level is beyond reasonable doubt which includes a substantive plagiarized work as evident from the quantified degree of similarities (such as that from a credible detection tool), that arises from an irrefutable intention to deceive. Level Four plagiarism is considered academic misconduct. Repeat offenders of Level Three will be classified as Level Four offenders.

A student is not allowed to practice any form of falsification and plagiarism i.e. copying or allowing people to copy and/or plagiarize during an assessment, such as exams, assignments, presentations, or thesis and the like.

c) Plagiarism also:

- i. A student shall not plagiarize any idea, writing, data or invention belonging to another. Plagiarism includes the following:
- ii. The act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation.
- iii. An attempt to make out or act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.
- iv. Without prejudice to the generality sub rule of plagiarism, a student plagiarizes when he/she publishes, with himself/herself as the author,

an abstract, article, scientific or academic paper or book which is wholly or partly written by some other person. Incorporates him/her or allows him/her to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he/she has not at all made any written contribution to the abstract, article, scientific or academic paper, or book.

- v. Forces another person to include his/her name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he/she has not made any contribution which may qualify him/her as a co-researcher or co-author.
- vi. Extracts academic data which are the results of research undertaken by some other person such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished and incorporate those data as part of his/her academic research without giving due acknowledgement to the actual source.
- vii. Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his/her, or for a publication in his/her own name as sole author, without obtaining the consent of his/her co-researchers prior to embarking on his personal research or prior to publishing the data.
- viii. Transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he/she is the creator of that idea or creation.
- ix. Translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his/her own writing or creation.
- x. Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he/she is the creator of those ideas.

- d) Students also are not to commit any of the following academic violations:
- i. Plagiarism, i.e. copying, or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work.
 - ii. Referring to or using any reference materials that are not permissible inside or outside of the examination room while the examination is in progress.
 - iii. Giving or receiving any assistance from other students during the examination.
 - iv. Taking, changing, hiding, damaging, or destroying any property related to the preparation or completion of the examination. Disciplinary action will be taken against students who violate the above rules as prescribed by the disciplinary procedure of the University.

24.0 PENALTY

The University, if after having heard and found that the student had violated the rules on examinations, shall take the following action or actions, whichever is appropriate:

- a) Awarding zero (0) marks to the examination of the particular module or zero (0) marks to the examination of the particular module including the marks for program work.
- b) Suspending the student for an appropriate period of time.
- c) Invalidating the results of examinations for all the modules for the semester.
- d) Invalidating the whole examination results and expelling the student from the University

25.0 GRADUATION REQUIREMENTS

25.1 Award of Degree Research Mode

Student must comply with the following graduation requirements:

- a) Adherence to all Rules and Regulations of the graduate degree program.
- b) Passed the requirements of the proposal defense.
- c) Present in the colloquium/seminar as per program requirements.
- d) Fulfill the minimum duration of candidature.
- e) Fulfill the requirement to attend the pre-requisite courses (if any) as

determined by the Faculty.

- f) Passed the Pre-Viva.
- g) Passed the Viva- Voce.
- h) Settled all outstanding fees (if any).
- i) Fulfilled the publication requirements as below;
 - i. For PhD candidate, at least one (1) full length article, accepted or published in journals indexed by ISI / SCOPUS / ERA or
 - ii. At least two (2) full length articles, accepted or published in any categories listed below:-
 - International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from My Cite (Malaysian Citation Centre) or conference proceeding index.
 - iii. For Master candidate, at least one (1) full length articles, accepted or published in any categories listed below:-
 - International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from My Cite (Malaysian Citation Centre) or conference proceeding index.
 - iv. Authorship: Publications accepted must be published with the supervisor(s). The student must be the first student author. To fulfill the graduation requirement, the publication is only counted for the first author.
 - v. Plagiarism: Plagiarized article will not be accepted for graduation requirement
 - vi. Topic of publications: Publications accepted must be related and conform to the candidate's current research in his/her thesis/dissertation.
 - vii. Affiliation: Publications accepted must carry UCYP affiliation.

25.2 Award of Degree for Mixed Mode and Coursework, students must fulfil the following general requirements:

- a) Follow and pass the examination for all courses required by the Program and

obtain a CGPA of at least 3.00.

- b) Sit for any other examination as required by the Program.
- c) Pass dissertation/research project.
- d) Fulfill the duration of candidature.
- e) Fulfill all requirements of the University Act and other related acts.
- f) Settle all debts and dues owed to the University.

25.3 The PGC will issue a Completion of Study Letter and transcript to the students after the Senate Meeting. Students can verify to attend the convocation once the announcement is updated in the UCYP Student Portal.

25.4 Access the Convocation Portal at konvo.ucyp.edu.my to verify attendance and log in by using identification card number/passport number. Follow the instructions given in the portal and make a payment to the Finance Department. The students can collect the Certificates from the Registrar right after the Convocation Ceremony.

25.5 Transcripts Issuing

Transcripts will be issued after the conferment. Application for an additional copy of the transcript will be imposed with a processing fee of RM30.00 per copy.

26.0 POWERS OF SENATE

The Senate can make exceptions to any of the terms under these Rules.

- a) The Senate can make exceptions to any of the terms under these Rules.
- b) The Senate has the right to change any provision of the rules from time to time.

27.0 SUPERVISION

27.1 The appointment of a supervisor for Doctoral and Master Degree By Research must meet the following criteria:

- a) The main supervisor must have a minimum qualification of the equivalent degree level enrolled by the student and at least two (2) years of working experience in teaching and research or as a co-supervisor who has graduated a master's student.
- b) The main supervisor without the required experience in I. above, must appoint a co-supervisor who has graduated as a research student.

- c) Newly appointed supervisor is compulsory to attend the supervision training handled by UCYP Human Resource Training Division.
 - d) For students who choose to do research in critical and specific areas, the University may appoint a field supervisor from another university or industry with expertise in these fields to Supervise.
- 27.2 In principle, supervision should comprise of one Main Supervisor, and/or one Co-Supervisor, and/or one Field Supervisor.
 - 27.3 The Main Supervisor who is an academic member of the University holds primary accountability for the student.
 - 27.4 The area of research and/or expertise of the Main Supervisor should be related to the field of research or scholarly work of the student. If the work transcends different disciplines, the supervisors should include experts in related fields.
 - 27.5 To nominate a Main Supervisor, consideration will be given to the number and progress of students currently being supervised by the Academic staff, the experience, teaching or administrative commitments as well plans with respect to leaves.
 - 27.6 The Main Supervisor's tenure at the University should not be less than the minimum time allowed for the completion of the degree.
 - 27.7 Should the case be that the Main Supervisor's tenure will expire before the minimum period of study for the research degree, a Co-Supervisor who possesses related experience or expertise in the field of research and, is an academic staff under tenure will take up appointment before expiration of the main supervisor's tenure.
 - 27.8 A faculty may nominate a Main Supervisor and be endorsed by the PG Committee.
 - 27.9 The Faculty Council is responsible for the selection of the appropriate supervisor and/or the other supervisors using the funding, facilities, resources (laboratory/studio and space) and expertise to support the research, as criteria for decision.
 - 27.10 When there is only one supervisor, the supervisor must be a full-time staff of the University.
 - 27.11 When there is more than one supervisor, the principal supervisor must be a full-time staff of the University.

- 27.12 The appointment of a Supervisor shall take into account the research skills and experiences which are consistent with the research -eld of the student.
- 27.13 Supervisors appointed shall not have a close family link to the student. Both appointed supervisors also must not have any family relationship with each other.
- 27.14 Supervisors suggested by prospective students, are given priority to supervise, except in cases where the faculty feels that other supervisors are more qualified to supervise.
- 27.15 Appointment of an external party (either academic or non-academic) as field-supervisors can be considered if the external party is able to provide the necessary supervision.
- 27.16 Appointment of second supervisor among local academic staff is a must for the international student with the main supervisor is an expatriate with a contracted position.
- 27.17 For academic staff who will be coming to the end of their services, the Faculty Council should ensure that a replacement supervisor is appointed at least six (6) months prior to the end of the service date of the initial supervisor so that both of them can co-supervise without affecting the progress of the student's research.
- 27.18 In all cases of protracted absence of beyond 3 months, such as research/ sabbatical leave, unforeseen circumstances, where possible, the supervisor will be expected to maintain the continuity of supervision. If this is not possible, the Faculty/Centre must plan in advance to put in place other suitable arrangements.
- 27.19 The Main Supervisor who retires from employment or whose status has changed to that of only an honorary member of the Faculty staff may still continue to supervise subjected to the Faculty approvals. If the retiree is unable to continue or approval is not obtained from the Faculty, a new Main Supervisor needs to be appointed to take on the responsibilities upon the retirement of the existing Main Supervisor. The student should be consulted prior to the decision.
- 27.20 In cases where the Main Supervisor ceases to become an Academic staff of the UCYP for whatever reason, he/she may continue to be the Main Supervisor subjected to the faculty approvals.
- 27.21 If the appointment of a new supervisor is required for some reason, the appointment shall be made according to merit and this case is considered as a special case. This case cannot be referred to and be an example or a precedent for a case to come.

- 27.22 In the event of problems of supervision between the supervisor and student, the faculty should address this problem. If the problem cannot be resolved, the matter may be submitted to the PGC's Dean for further action.
- 27.23 The recommended ratio for students to obtain a quality supervision is as follows:
- a) Professor = 1:10
 - b) Assoc. Prof = 1:7
 - c) Senior Lecturer = 1:5
- 27.24 The Faculty may approve a higher maximum number of students provided that the supervisor has shown excellent supervision performance.
- 27.25 Newly appointed supervisor is compulsory to attend the supervision training handled by UCYP Human Resource Training Division.
- 27.26 Student-supervisor relationships are to be professional and free from exploitation and conflict of interest. Relationships that are not at arm's length (e.g., current or past emotional, romantic, sexual, or family ties) are unacceptable between the student and the supervisor or between the student and any member of the supervisory committee. If conflict of interest arises, the individuals involved must immediately bring the matter to the attention of the Faculty and PGCC for appropriate actions to be taken.

28.0 ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

Supervisors must report their students' research progress, be it satisfactory or unsatisfactory, to the Dean of the Faculty.

28.1 General Responsibilities

a) The Main Supervisor

- i. Facilitates appropriate access to the other supervisors (if any) and any other relevant member of staff deemed necessary for successful completion of the study.
- ii. Ensures the student participates in programs conducted by the Faculty or University to implement the Code of Practice for Postgraduate Students and regulations.
- iii. Ensures adequate resources and equipment for the student for research purposes are available at the Faculty/Centre and facilitate access to other

facilities as required.

- iv. Advises/suggests to the Faculty/Centre, qualified examiners for his/her student's thesis.
- v. Ensures that the co-supervisors are actively involved in the supervision process so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the Main Supervisor is unavailable.
- vi. The supervisor should create a conducive learning environment that protects the student's individuality, safety, and sense of comfort and belonging.

b) The Co-Supervisor

- i. Take over temporarily the role of the Main Supervisor should the latter be absent for an extended period or is found to suffer from a long-term health problem or passes away. The Co-Supervisor should also step in should the relationship between the Main Supervisor and the student suffer a breakdown in the research process.
- ii. Assists in finding a replacement for the Main Supervisor should any of the circumstances in (i) arise. It is not expected or required that the Co-Supervisor becomes the Main Supervisor unless the former is found to be suitable academically to replace the Main Supervisor.
- iii. If the co-supervisor is from outside the University, approval of Faculty is needed.

28.2 Guidance on Research

- a) Makes clear to a student that the degree is awarded only for original work.
- b) Gives guidelines with respect to the type of research that can be conducted, the quality and standard that should be achieved, the organization of research required, the research techniques and methods required, pertaining to health and safety (that would ensure students receive proper instructions and have access to appropriate training) and matters of ethics that may be necessary for the conduct of the research.
- c) Vouches for the suitability and scope of research proposed for the degree sought, taking into account the funding, availability of resources, the timeline

set by the University for a student to complete and submit the thesis, and the student's prior academic experience and qualification, and research inclination.

- d) Helps the student to draw up a plan for conducting research, direct his/her focus to the essential aspects of research, and achieve a positive development in research through proper scheduling of work right from the start of the research.
- e) Advises the student on relevant literatures, methodologies and policies of the University with respect to academic integrity and convention, for example, the issue of plagiarism.
- f) Advises on ethical and safety implications of work and facilitates for approval of the relevant Ethics Committees, both at the University and external bodies.
- g) Clarifies to the student at the outset all matters regarding the ownership of Intellectual Property Rights of the research.

28.3 Progress Review of Research

- a) Provides specific advice and guidance to ensure acceptable progress at successive stages of the work for a timely completion.
- b) Highlights any inadequacy of progress and unsatisfactory standard of work to the students and recommends necessary action to rectify these situations.
- c) Supervisors are encouraged to record every meeting and discussion with the student about the study and research of the student by providing and updating the file on record of achievement and progress of research projects for each student.
- d) Monitors and submits progress reports in a timely manner through the UCYP Academic Portal every semester. Supervision reports will be considered by the University in the review and evaluation of any examination of which the result has been challenged or disputed, should such a case arise.

28.4 The Role of Supervisor in the Board of Examiners

- a) The role of supervisor in the Board of Examiners is as the advisor. The supervisor is not involved in any discussions relating to the results of work submitted by the student. The supervisor does not function as an examiner.

- b) The supervisor's attendance is compulsory as he/she plays the crucial role to list all the corrections needed to be done by the students in the List of Corrections form. These include the corrections during the viva voce session and the reports from the internal and external examiners.
- c) The supervisor must hand over the corrections list to the Chairman during the discussion on the student's result before the end of the viva voce session.
- d) The supervisor should help the students on the corrections to be done based on the comments raised by the Board of Examiners and continue to oversee the student in cases where the thesis is referred back for further.

29.0 SUBMISSION OF THESIS AND EXAMINATION PROCESS

- 29.1 Ensures that the student submits pro-forma stating his/her intention to submit the thesis to the PGC at least three months before he/she plans to submit the completed thesis for examination.

30.0 CHAIRMAN APPOINTMENT, ROLES AND RESPONSIBILITIES

- 30.1 A Chairman can be appointed from other faculty with the relevant field/qualification for both Master's and Doctoral degree.
- 30.2 Academic staff with an Associate Professor Title with a doctorate degree or professional qualification or equivalent, may be appointed as the Chairman for the Master's and Doctoral degree student.
- 30.3 The Chairman plays the role to conduct the viva voce process and he/she will decide the final result of the student.
- 30.4 Guidelines for Viva Voce Process
 - a) The Chairperson opens the Viva Voce session by soliciting general comments on the student and his/her thesis from all members of the panel.
 - b) The Chairperson allows the student to enter the Viva Voce/Examination room.
 - c) The Chairperson invites the student to do a brief presentation of the objectives and endings of his/her study. The student can do so with a Power Point/Multimedia presentation.
 - d) The Chairperson opens the session to the members of the panel, starting with the External Examiner (if present). If he/she is not invited, then his/her

questions listed in the External Examiner's Report will be presented by the Dean/Dean's Representative. Following this, the Internal Examiner(s) presents his/her (their) list of questions to the student.

- e) During the question-and-answer session between the Examiners (External and Internal) and student:
 - i. The student shall provide his/her best defense based on his/her writings in his/her thesis.
 - ii. The Main Supervisor/Co-Supervisor cannot aid the student in answering the presented questions, except to clarify the meaning of the questions if the student failed to grasp them.
 - iii. When the Chairperson is satisfied that all the questions presented by the examiners have been answered by the student, he/she must ask the student to leave the Viva Voce room momentarily. He/she then opens discussion of the student's Viva Voce session leading to a recommendation on the student.
- f) The Chairperson will receive the List of Corrections from the supervisor during this discussion session. He/she will review and summarize the List of Corrections given by the Supervisor and at the same time he/she discards irrelevant items.
- g) The Chairperson will lead the discussion on the students' result. He/she must acquire approval from examiners for the List of Corrections passed by the Supervisor. Upon discussion with the Panel of Examiners, the chairman will decide the final result of the student. The final decision must be agreed and signed by all panels of examination.
- h) The Chairperson invites the student to reenter the Viva Voce/examination room. He/she informs the student of the corrections, changes and additions that are required in his/her thesis, as agreed upon by the panel and of the duration of the revision/correction as well as the final date of submission of the corrected thesis draft to the PGC. Before the student is dismissed, he/she will be informed to take the List of Corrections at the PGC (upon notification by the PGC administration).
- i) At the end of the Viva Voce session, the Chairperson must ensure all examiners have approved the List of Corrections and other necessary

documents before handing them over to the Secretariat (after signing and approving them).

- j) The Chairperson must take care of the students' rights throughout the Viva Voce.

31.0 EXAMINERS APPOINTMENT, ROLES AND RESPONSIBILITIES

- 31.1 The appointment of examiners should be based on expertise in the related field, respected and possessing high professionalism.
- 31.2 The examiners must have experience in students' supervision as the Main Supervisor or Co-supervision.
- 31.3 Composition of examiners for Doctoral Degree and Master students is as follows:

DOCTORAL DEGREE	<ul style="list-style-type: none"> - At least two (2) examiners and the division of the internal/examiner based upon program standard. - Examiners must at least possess a doctoral degree.
MASTER	<ul style="list-style-type: none"> - At least two (2) examiners, and the division of the internal/examiner based upon program standard. - Examiners must at least possess a doctoral degree.

- 31.4 An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in the relevant field and the appointment must be subjected to the UCYP Senate.
- 31.5 An external examiner appointed must be from a field related to the research made to ensure the quality of research.
- 31.6 It is recommended that the external examiner must be of the same level of qualification or one level higher than the supervisor.
- 31.7 The Appointment of Examiners should be as follows:
- a) External Examiner
- i. The appointment of external examiners from the university/institutions where the student works is not allowed.

- ii. The appointment of external examiners from the university/institutions who previously worked for the University College of Yayasan Pahang is allowed after three (3) years period of leaving the UCYP.
- iii. The external examiners who have worked at the university/institutions but have retired exceeding five (5) years and not involved with academic activities should not be appointed.
- iv. The external examiners from the corporate companies who are not academicians but involved in the academic writing/publications can be appointed.
- v. The external examiners who have studied as the UCYP Postgraduate Students can be appointed.
- vi. Have successfully supervised a research mode student as the Main Supervisor or a Co-supervisor.
- vii. External examiners from overseas can be appointed but all the cost involved will not be covered by the UCYP. It might be done by the faculty planning such as appointing a Visiting Professor or online examination method and so on.
- viii. An External Examiner can be appointed not more than three times in a year.

b) Internal Examiner

- i. A fulltime UCYP academic staff including honorary lecturer.
- ii. Should be an expert in the field of thesis examined.
- iii. The Internal examiner who has been appointed as internal examiner during Pre-Viva must continue to the Internal Examiner for the final Viva-Voce except in certain circumstances and the decision is endorsed by the Postgraduate Committee Council.
- iv. To be an Internal Examiner for a PhD student, the academician must have PhD qualification and he/she must have experience in research and supervision.
- v. To be an Internal Examiner for Master student, the academic staff must have a PhD degree and he/she must have experience in research and supervision.

- vi. Academic staff without PhD qualification can be an internal examiner of a research mode student if the academic staff has graduated a research mode student either as a Main Supervisor or Co-Supervisor.
- vii. Examiners must have the minimum qualification of no less than the supervisors. Where examiners are without the required qualification, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the Senate.

31.8 Nominations of examiners

- a) The Supervisor must nominate at least two (2) names of the external examiners and two (2) names of the internal examiners.
- b) The latest curriculum vitae (CV) must be enclosed together.
- c) The Faculty Council will approve the nominated examiners and the decision must be submitted to the PGC. If the nominated examiner is not suitable, The Faculty Council may suggest and endorse another qualified examiner together with the justification and inform the supervisor.
- d) The PGC will issue offer letters to the appointed examiners and will inform the appointment on regular basis.
- e) External examiners will be given two (2) weeks to respond.
- f) Internal examiners are not allowed to terminate the appointment unless with concrete and reasonable justifications.
- g) If there is any termination of the examiner's appointment, the PGC will issue another letter of appointment to the next name in the list approved by the Faculty Council. If all nominated students have to terminate the appointment, the Supervisor must prepare a new nomination list for the faculty.

31.9 The roles and responsibilities of the examiners are as follow:

- a) The examiners must read and assess the quality of the thesis for nomination purposes.
- b) The assessment will be made using the Assessment Form which should be returned to the PGC within four (4) weeks from the date of the letter.
- c) Internal examiner(s) must be present during the Viva Voce session for the Master's and PhD student.

- d) External examiner(s) are not required to attend the Viva Voce session unless he/she finds that the thesis has major problems from the Examiner's Report and the student received scale 3 (9 months) and 4 (12 months). Thus, enabling the student to give his/her defense in front of all the examiners for a decision to be made.
- e) Examiner(s) must approve the list of corrections during the Viva Voce session; if not possible, within seven (7) days after the viva voce session.

31.10 If the student is instructed to submit the amended thesis for re-examination, the same internal and external examiners must examine the thesis. The Faculty may appoint the new examiner if the original examiner is unable to do so.

31.11 Examiner(s) must approve the final amended thesis submitted by the PGC, if it is decided during the viva session.

32.0 SECRETARIAT APPOINTMENT, ROLES, AND RESPONSIBILITIES

32.1 The Secretary is an academic staff / administration staff appointed by the faculty.

32.2 The secretary is responsible for the overall flow of the viva voce process. He/she must take note and update the list of corrections and examinations result form.

a) List of Corrections

- i. The Viva Voce Secretariat must ensure that the List of Corrections is approved by the Supervisor, Examiners and Chairman at the end of the viva voce session upon announcement of the result.
- ii. If there were any problem that occurs during the session, the approval for the list of corrections must be obtained from the respective person within seven (7) days after the date of the viva voce session. If there is no further comment, the list of corrections is considered final.
- iii. The secretariat must submit this final list of corrections to the PGC.
- iv. PGC will submit the final list to the students. Students must use the given template for explanation and remarks of corrections.

b) Examination Reports

- i. The secretariat must ensure that the Viva Voce Examination Reports have been signed by the Panel of Viva Voce Examination before submitting to

the PGC.

- ii. The secretariat must ensure that the Oral Examination Reports, Chairman Report and Travel Allowance Claims Form by the external examiners are completed before submitting to the PGC.

33.0 ROLE AND RESPONSIBILITIES OF STUDENT

33.1 All students must adhere to the role and responsibilities as follow:

- a) Students should understand and fulfill all of the conditions contained in the letter of offer, rules and regulations applicable to the program.
- b) Students should interact with the supervisor at least three (3) times per semester.
- c) Students must have a physical meeting with the supervisor at least once a year.
- d) Students shall record meetings and discussions on their research each time they meet with the supervisor.
- e) Students should have a good working relationship with the supervisor.
- f) Students must plan the project schedule and comply with the maximum period of study.
- g) Students should discuss and agree with the supervisor on consultation times.
- h) Students must submit progress as specified without falsifying the research outcome and is free of plagiarism.
- i) Students must notify their supervisor of any problems that may interfere with the research.
- j) Students shall engage in academic activities organized by the department, Faculty or PGC.
- k) Students must plan and ensure sufficient time to do the research and write the thesis.
- l) Students should ensure that their candidature is always active by renewing their registration each semester.
- m) A student shall give three months' notice to the supervisor or inform the supervisor of the date for submission of the thesis for examination purposes, so there is no delay in the appointment of examiners.
- n) Students are solely responsible for the content, the presentation of thesis and viva-voce presentation.

- o) Students are responsible for ensuring that corrections are made in a given period after the Board of Examiner's meeting / viva-voce and the Senate.

SECTION B

APPENDICES

1.0 DOCTOR OF PHILOSOPHY

1.1 Structure of a Full-Time Doctoral of Philosophy

Year 1

- a) Attend and accomplish appropriate taught modules as per faculty requirements.
- b) Students are also encouraged to take other complimentary subject such as Statistical Analysis, SPSS, AMOS, SEM, attending seminars and others.
- c) Define the nature of the research problem, identify appropriate analytic frameworks, and expect to have completed a first draft of Literature Review chapters.
- d) Year 1 annual review.
- e) By six months, if a student can complete his/her proposal, he/she can request to defend his/her proposal to the panel of evaluation.

Year 2

- a) Expect to complete empirical work. If data collection is likely to be a lengthy process, e.g. due to issues related to gaining access to companies or because the study is longitudinal in nature, then the empirical work may start quite early in the student's second year, or even at the end of the first year
- b) Year 2 annual review

Year 3

- a) Commence formal writing-up.
- b) Expect to complete empirical work and produce draft write-up of results.
- c) Submit completed thesis.
- d) Year 3 annual review.

1.2 Annual Review

For the annual review, students will need to make a short presentation about the research to a review panel of assessors, and annually required to present the work

or research progress that have been achieved for that year to a review panel of assessors.

1.3 Supervision

Students will be assigned at least two academic supervisors who will provide guidance on the formal specification of the topic, the structure and organization of your thesis and the general direction of the research. Regular supervision will help to ensure that your research progresses in the appropriate way. As a full-time doctoral student, meetings with supervisors must be on at least 10 occasions during the year. For a part-time student, at least six meetings take place during the year.

1.4 Proposal During Enrolment Application (Doctor of Philosophy)

The proposal is an integral part of the application for a position on the PhD program. It will allow potential supervisors to look at the applicant's research and help them decide whether the proposal is feasible for completion and whether they (the potential supervisors) can offer supervision or not.

1.5 Research Proposal Submission (Doctor of Philosophy)

A proposal must be submitted by every student of research mode to assess the early stage of the research project whether suits to be proceed with actual research or otherwise. This session also is to evaluate the level of research project whether meeting the standard of the degree or not. Students must acknowledge the Supervisory team and get their approval prior submission of Proposal Defend Request Form to the PGC. This form shall be submitted with three (3) copies of proposal to the PGC. Students may request to have the proposal defend session as early as six (6) months upon registration. PGC will arrange a session of evaluation including suitable panels. Students are advised to complete the proposal and be fully prepared prior to the evaluation session.

2.0 MASTER

2.1 Structure of A Full-Time Master's Degree

Year 1

- a) Attend and accomplish appropriate taught modules as per faculty requirements.
- b) Students are also encouraged to take other complementary subjects such as Statistical Analysis, SPSS, AMOS, SEM, attending seminars and others.
- c) Define the nature of the research problem, identify appropriate analytic frameworks, and expect to have completed a first draft of Literature Review chapters.
- d) Year 1 annual review
- e) By six months, if a student can complete his/her proposal, he/she can request to defend his/her proposal to the panel of evaluation.

Year 2

- a) Expect to complete empirical work. If data collection is likely to be a lengthy process, e.g. due to issues related to gaining access to companies or because the study is longitudinal in nature, then the empirical work may start quite early in the student's second year, or even at the end of the first year.
- b) Year 2 annual review.

Year 3

- a) Commence formal writing-up.
- b) Expect to complete empirical work and produce draft write-up of results.
- c) Submit completed thesis.
- d) Year 3 annual review.

2.2 Annual Review

For the annual review, students will need to make a short presentation about the research to a review panel of assessors, and annually are required to present the work or research progress that has been achieved for that year to a review panel of assessors.

2.3 Supervision

Students will be assigned at least two academic supervisors who will provide

guidance on the formal specification of the topic, the structure and organization of your thesis and the general direction of the research. Regular supervision will help to ensure that your research progresses in the appropriate way. As a full-time doctoral student, meetings with supervisors must be on at least 10 occasions during the year. For a part-time student, at least six meetings take place during the year.

2.4 Proposal during Enrolment Application (Master's Degree)

The proposal is an integral part of the application for a position on the Master program. It will allow potential supervisors to look at the applicant's research and help them decide whether the proposal is feasible for completion and whether they (the potential supervisors) can offer supervision or not.

2.5 Research Proposal Submission (Master's Degree)

A proposal must be submitted by every student of research mode to assess the early stage of the research project whether suits to be proceed with actual research or otherwise. This session also is to evaluate the level of research project whether meeting the standard of the degree or not. Students must acknowledge the Supervisory team and get their approval prior submission of Proposal Defend Request Form to the PGC. This form shall be submitted with three (3) copies of proposal to the PGC. Students may request to have the proposal defend session as early as six (6) months upon registration. PGC will arrange a session of evaluation including suitable panels. Students are advised to complete the proposal and be fully prepared prior to the evaluation session.

END OF UCYP POSTGRADUATE PROGRAM HANDBOOK

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