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CITATION AND COMMENCEMENT

These rules may be cited as UMT Postgraduate Studies Rules and Regulations (Research).

DEFINITIONS AND INTERPRETATIONS

In these Rules, unless the context otherwise requires:

1. "CGPA" means Cumulative Grade Point Average;
2. "Dean" means Dean of respective school;
3. "Deferment" means postponement of registration or study;
4. "Director" means Director of respective institute;
5. "Examiners" means internal and external thesis examiners appointed by the respective school/institute;
6. "External Examiner" means the thesis examiner appointed from other institution and not an academic/research member of the University;
7. "Institute" means a research institute established by the University;
8. "Institution" means an institution of higher learning or research institution;
9. "Internal Examiner" means an academic member of the University who be appointed as an examiner;
10. "International candidate" means any candidate who is not a Malaysian citizen;
11. "IPMC" means Intellectual Property Management Committee;
12. "Non-graduating students" means an exchange student from another university undertakes courses or research work not leading to an award of a degree;
13. "PhD" means a Doctor of Philosophy;
14. "Postgraduate programme" means a Master or PhD programme;
15. "Reinstatement" means reactivation of candidature;
16. "School" means a school established by the University;

17. "Semester" means an academic duration specified by the University;
18. "Senate" means the highest academic body of the University and is responsible for the general direction of instructions, research and examination, and the conferral of degrees, diplomas, certificates and other academic distinctions;
19. "Student" means a registered postgraduate student of Universiti Malaysia Terengganu;
20. "Supervisor(s)" means academician/researcher appointed in accordance with the UMT Postgraduate Studies Rules and Regulations (Research Structure);
21. "Thesis" means a document submitted as a required fulfilment for programmes by research;
22. "Thesis Examination Committee" means a committee appointed to undertake the examination of a thesis;
23. "University" means Universiti Malaysia Terengganu (UMT);
24. "Viva voce" means an oral examination, especially in reference to a thesis defence as part of Thesis Examination requirements.

PREFACE

The UMT Postgraduate Studies Rules and Regulations (Research) contain the relevant rules and regulations to ensure the proper conduct of postgraduate studies at UMT. In its effort to become a centre of excellence in learning and education, UMT has adopted an academic system designed to facilitate local and international scholars to undertake postgraduate studies in these fields leading to an award of a Master or PhD degree. This book is intended to provide the necessary information for both students and academic staff in their postgraduate activities, thus facilitating them with postgraduate education system and regulations at UMT.

Academic Management Department, Registrar Office
Universiti Malaysia Terengganu

Endorsement by Senate
March 10, 2014

SECTION 1: ADMISSION

1.1 Entry Qualification

Candidates who wish to undertake the postgraduate programme must have the following qualifications:

1.1.1 Master's Programme

- a) Bachelor's degree in related field with a minimum CGPA of 2.75 or equivalent from UMT or any other higher institution recognized by the Senate; or
- b) Bachelor's degree in related field with a CGPA below 2.75 or equivalent qualification and possesses evidence of relevant and adequate research or work experience recognized by the Senate; or
- c) Any other academic qualification in related field and possesses evidence of adequate research or work experience recognized by the Senate;
- d) Must fulfill other requirements as specified by respective school/institute.

1.1.2 Doctor of Philosophy Programme

- a) Master's degree from UMT or any other higher institution recognized by the Senate; or
- b) Any other qualification equivalent to a Master's degree and possesses evidence of adequate research or work experience recognized by the Senate; or
- c) Outstanding Master student from UMT who has been approved for conversion; or
- d) First Class bachelor's degree or equivalent from UMT or any higher institution recognized by the Senate;
- e) Must fulfill other requirements as specified by respective school/institute.

1.1.3 English Language Requirement for International Student

All international candidates must show proof of adequate command of English specified by respective school/institute.

1.2 Application

Application must be submitted to the Academic Management Department, Registrar Office within the stipulated deadline.

1.3 Offer of Admission

The offer letter will be issued by the Academic Management Department, Registrar Office after due consideration by respective school/institute.

1.3.1 Types of Offer

1.3.1.1 Full Offer

An applicant who meets all the requirements may be offered full offer.

1.3.1.2 Conditional Offer

An applicant may be given a conditional offer if he/she has met partial requirements stipulated by the respective school/institute. However, a full offer is required for registration.

1.3.1.2 Direct Offer

An applicant who has fulfilled the following criteria may be given a direct offer by the school/institute.

- a) Possesses a first class degree or equivalent for his/her highest qualification; or
- b) Has received an outstanding recognition in his/her Master studies; and/or
- c) Has received a prestigious scholarship.

1.3.1.3 Offer for Non-Graduating Students

This offer may be given by the respective school/institute under special arrangement for either local or international student exchange programme.

1.3.2 Additional Requirement

All students irrespective of types of offer may be required to register for academic courses specified by respective school/institute.

1.4 Deferment of Admission for New Student

- a) An applicant, who has been offered a place, may defer his/her admission not more than one (1) semester by notifying the Academic Management Department, Registrar Office.
- b) However, a candidate who wishes to defer more than one (1) semester is allowed to apply for a deferment extension.

SECTION 2: PROGRAMME STRUCTURE AND REQUIREMENTS

2.1 Programme by Research

Students under this structure are required to undertake a research project and submit a thesis that demonstrates a significant contribution to knowledge and mastery in the chosen field of research. A student may be required to enrol in certain courses as stipulated by the respective school/institute.

2.2 Duration of Study

- a) Duration of study for full time and part time student:

Programme	Full-Time		Part-Time	
	Minimum	Maximum	Minimum	Maximum
By Research				
PhD	4 semesters	10 semesters	6 semesters	14 semesters
Master	2 semesters	6 semesters	4 semesters	10 semesters

- b) Candidature of a student who failed to complete his/her study within the maximum duration of study shall be terminated.

SECTION 3: REGISTRATION

3.1 Status of Registration

3.1.1 Full-Time

- a) A full-time student is one who has registered for a minimum of fifteen (15) credits and a maximum of credit twenty one (21) in a semester.
- b) All recipients of financial assistantships must register as full-time students.

3.1.2 Part-Time

A part-time student is one who has registered for a minimum of three (3) credits and a maximum of not more than fifteen (15) credits in a semester.

3.2 Registration of New Students

- a) Students pursuing postgraduate studies in a programme by research must register within the time period set by the Academic Management Department, Registrar Office.
- b) For late registration, written approval from the Academic Management Department, Registrar Office is required.

3.3 Registration of Continuing Students

- a) A student must maintain a continuous registration every semester throughout his/her period of study.
- b) All continuing students must register within the time period set by the Academic Management Department, Registrar Office.

- c) A student who fails to register for the semester will be issued a letter of termination of study by the Academic Management Department, Registrar Office unless prior approval for deferment is given.

SECTION 4: COURSE REGISTRATION, CONVERSION, DEFERMENT AND WITHDRAWAL

4.1 Course Registration

Students who are required to register for academic courses specified by respective school/institute must follow UMT's Academic Rules and Regulations.

4.2 Conversion of Programmes, Fields of Study and Schools/ Institutes

A student may apply for conversion of programmes, fields of study and schools/institutes. Application for the conversion may be initiated by the student and/or the supervisor(s).

4.3 Conversion from Master to PhD Programmes

- a) A student may apply to convert from a Master to a PhD programme provided that he/she has completed at least one (1) semester of study and has shown outstanding progress. The intended research project must be a continuation or an expansion of the Master's research project.
- b) The application for conversion must be made not later than the last day of third (3rd) semester of study.

4.4 Conversion from PhD to Master Programmes

A student may apply to convert from a PhD to a Master degree programme. This is only applicable to a PhD student whose entry qualification falls under Section 1.1.2 (d).

4.5 Continuation of Research Work for Transfer Students

4.5.1 Continuation of Research Work from Other Institution

Written approval from the previous institution is required for a candidate who wishes to continue his/her research work at UMT.

4.5.2 Continuation of Research Work at Another Institution

Written approval from Academic Management Department, Registrar Office is required for a student who wishes to continue his/her research work at another institution.

4.6 Deferment of Registration

- a) A student may apply for deferment of registration not later than one (1) month after the commencement of a new semester. Deferment on medical grounds as certified by a Medical Officer can be made at any time during the semester.
- b) Fees are not refundable for any deferment after the one (1) month period.
- c) Deferment can be granted twice only. Each deferment shall not be more than two (2) semesters.

4.7 Registration for Students on Deferment

Students must re-register after their deferment is over. A candidate who fails to do so, his/her candidature shall be terminated.

4.8 Withdrawal of Candidature

A registered student who wishes to withdraw from his/her study should apply to Academic Management Department, Registrar Office. All fees (except for registration and service fees) shall be refunded if the withdrawal is done within the first one (1) month of the semester.

4.9 Application of Reinstatement

- a) A student whose study is terminated due to failure to register

for the semester or withdrawal of candidature may apply for reinstatement. Reinstatement is allowed only once.

- b) Conditions for reinstatement are as follows:
 - i) Approval from respective school/institute;
 - ii) All outstanding and current fees and other charges are paid; and
 - iii) The lapsed time between termination and reinstatement is not more than one (1) year.
- c) A student who does not fulfill condition (refer to Section 4.9 (b) (iii)) may apply for readmission to Academic Management Department, Registrar Office by submitting a fresh application.
- d) If the student is reinstated, course(s) that has been completed shall be credited to the degree. Only outstanding course requirements should be fulfilled.

SECTION 5: FEE POLICY

5.1 Fees

For terms of fees payment, please refer to UMT, Postgraduate Fee Rules and Regulations.

SECTION 6: SUPERVISION

6.1 Supervisor

A student may nominate supervisor(s) when tendering his/her application. In cases where a nomination is not made, the respective school/institute may appoint a potential supervisor.

6.2 Supervisory System

- a) A supervisor is a person who is responsible for providing guidance and advice in academic matters and also the postgraduate studies rules and regulations.

- b) Supervisor(s) may consists of :
 - i) A main supervisor;
 - ii) A main supervisor and co-supervisor;
 - iii) A supervisory committee.
- c) A contract academic staff member that has research supervisory experience may also be appointed as the main supervisor. In this case, the co-supervisor must be a permanent staff of UMT.
- d) A main supervisor should be appointed amongst the academic staff of UMT. However, the student may nominate person(s) from outside the University to be co-supervisor(s) (refer to Section 6.4).
- e) Supervisor(s) should not be in any way related to the student, or to each other, either by marriage or kinship.
- f) The main supervisor and co-supervisor(s) should have one of the following academic qualifications or experience:

Supervision of Master's Degree	Supervision of PhD degree
i) Professor	i) Professor
ii) Assoc. Professor	ii) Assoc. Professor
iii) Lecturer with PhD	iii) Lecturer with PhD
iv) Lecturer with Grade 51/52	iv) Senior Research Officer (Q48
v) Senior Research Officer (Q48 and above) with a Ph.D. degree	and above) with a Ph.D. degree

- g) An academic staff member who is currently enrolled as a full-time or a part-time Master's or PhD candidate is not eligible to supervise any postgraduate student.

1.1 Renomination of Supervisor(s)

A student may apply to renominate his/her supervisor(s).

1.2 Nomination and Appointment of Co-supervisor(s) from Other Institutions

A student may nominate co-supervisor(s) from other institutions. The appointment of nominated co-supervisor(s) is subjected to the approval of the respective school/institute.

SECTION 7: PLAGIARISM AND INTELLECTUAL PROPERTY RIGHTS

7.1 Plagiarism

- a) A student shall not plagiarize any idea, writing, data or invention belonging to another person.
- b) Plagiarism includes:
 - i) The act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
 - ii) An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data, writing or an invention which has actually been taken from some other source.
- c) Without prejudice to the generality of Section 7.1 (b), a student is considered to have committed plagiarism when he/she:
 - i) 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; or
 - ii) Incorporates himself/herself or allows himself/herself 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 contribution to the abstract, article, scientific or academic paper or book; or
 - iii) 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; or
 - iv) 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; or
- v) 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/her personal research or prior to publishing the data; or
 - vi) Transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that the student is the creator of that idea or creation; or
 - vii) Translates the writing or creation of another person from one language to another whether wholly or partly, and subsequently presents the translation in whatever form or manner as the student's own writing or creation; or
 - viii) Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if the student is the creator of those ideas.

7.2 Disciplinary Action

When a student is found to have contravened Section 7.1, disciplinary action will be taken against the student by the relevant authority of the University in accordance with Universiti Malaysia Terengganu (Discipline of Students) Rules.

7.3 Intellectual Property Policy and Guidelines

- a) Intellectual property right in this policy refers to patents, copyright, integrated circuits, trade mark and service marks, industrial designs, layout design, computer software,

database rights, rights in respect of confidential information, physical property rights in materials created by the students in the course of their postgraduate studies, including but not limited to research and other activities.

- b) This guideline shall be read together with UMT Intellectual Property Policy and other relevant legislation. Application and uses for any of the intellectual property are not limited to Malaysia but also in any other countries.
- c) In general, intellectual property right generated by students will belong to UMT. In the case of joint sponsorship and external sponsorship; students are required to inform UMT (Innovation and Knowledge Transfer Centre) of the provisions of that contract in respect of its ownership of Intellectual Property Rights prior to the commencement of any work under the sponsorship.

7.4 Student Publications and Theses

- a) Copyright of theses is owned by UMT. All students are automatically being assigned a non-exclusive royalty-free license.
- b) Students are required to obtain permission from their supervisor(s) prior to the submission of manuscript for publication.
- c) When there is an application for Intellectual Property protection, the students and their supervisors shall not publish/disclose their invention(s) without the permission from UMT.
- d) UMT will have the right to digitize and make public theses.

7.5 Invention and Commercialization

Invention and/or any works that commercially exploitable generated during the studies are owned by the University except when there is third party sponsorships (refer to Section 7.3 (c)).

7.6 Confidentiality

Students may have access to data from work carried out at UMT and/or services and/or trials as provided by or carried out at UMT or relating to research work carried out by third parties with UMT during the course of their studies or research work at the University. This information shall be kept strictly confidential by the students and not to disclose to any person either orally or/and in writing and including but not limited to internet social media and/or cyber space.

7.7 Disputes

- a) In the event of a dispute, students may appeal to the IPMC of UMT.
- b) Should the students wish to appeal against the decision of the IPMC, the matter will be referred to the Vice Chancellor and an independent mutually agreed external expert panel will be established, whose decision will be binding on the University and the student.

7.8 Rights of UMT

Notwithstanding anything to the contrary, UMT shall have rights to take legal action against the student who infringed any rights and privileges provided under this Section.

SECTION 8: PROGRESS EVALUATION

8.1 Evaluation of Research Progress

- a) A registered student's research progress will be graded at the end of every semester by the supervisor(s) as follows:

M	=	Satisfactory (<i>Memuaskan</i>)
TM	=	Unsatisfactory (<i>Tidak Memuaskan</i>)
TL	=	Incomplete (<i>Tidak Lengkap</i>)

- b) For deferment or withdrawal cases, a student will be given the following status:

TD	=	Withdrawal (<i>Tarik Diri</i>)
TGH	=	Deferment (<i>Tangguh</i>)
KP	=	Medical Case (<i>Kes Perubatan</i>)

8.2 Qualifying Examination

A PhD student must sit and pass a qualifying examination as specified by respective school/institute.

8.3 Semester Academic Standings

A registered student will be given the semester academic standings based on the following status:

Status	Research
Good Standing (KB) (<i>Kedudukan Baik</i>)	Achieves an 'M' Grade for current semester
Probation (KS) (<i>Kelulusan Bersyarat</i>)	Achieves a 'TM' grade for current semester
Termination of Candidature (GB) (<i>Gagal Berhenti</i>)	Receives a 'TM' grade for two (2) consecutive semesters

Completed (TP) (<i>Tamat Pengajian</i>)	Completed when he/she has fulfilled all requirements as specified by the programme
Graduated (GD) (<i>Bergraduat</i>)	Senate's approval

8.4 Termination of Candidature

A student shall have his/her candidature terminated under the following conditions:

- a) Receiving a 'TM' grade for two (2) consecutive semesters; or
- b) Failed to complete his/her study within the maximum duration of study; or
- c) Violation of any rule or regulation as stipulated by the University.

8.5 Appeal of Termination of Candidature

A student whose candidature is terminated may appeal for a review by fulfilling the following requirements:

- a) Submit an appeal form to Academic Management Department with a fee as stated in UMT, Postgraduate Fee Rules and Regulations not later than two (2) weeks after the release of result;
- b) Settlement of all outstanding and current fees and other charges;
- c) A supporting letter/document from main supervisor or medical officer (if applicable);
- d) All applications of appeal of candidature will be reviewed by respective school/institute and all decisions taken by respective school/institute is final.

SECTION 9: THESIS EXAMINATION

9.1 Final Examination for Programme by Research

Examination for candidates enrolled under this structure shall comprise:

- a) Examination of thesis by thesis examiners; and
- b) *Viva voce* (oral examination in the presence of Thesis Examination Committee).

9.2 Notice of Thesis Submission

- a) A student shall give notice of intention to submit his/her thesis at least three (3) months ahead of the actual submission using the appropriate form together with a draft of Table of Contents to the respective school/institute.
- b) A student should first pay the thesis examination fee at the Bursar Office for which a receipt will be issued and the receipt must be submitted together with the notice of thesis submission form.

9.3 Submission of Thesis for Examination

9.3.1 Thesis Plagiarism Checking

A softcopy of the thesis shall be submitted to the respective school/institute to be checked for the plagiarism. Upon approval, the thesis can be submitted for examination.

9.3.2 Submission for Examination

Soft bound copies of the completed thesis shall be submitted to the respective school/institute. The number of the thesis to be submitted is depending on the number of members of the Thesis Examination Committee (refer to Section 9.4) and supervisor(s).

9.4 Composition and Nomination of Thesis Examination Committee

- a) Upon receipt of the submission notice, the respective school/institute shall proceed to appoint the Thesis Examination Committee. The members of the committee shall be:
 - i) Chairperson (dean/director of respective school/institute or his/her representative); and
 - ii) A minimum of two (2) examiners which comprise the external examiner(s) and internal examiner(s) for both Master and PhD programmes.
- b) The main supervisor and/or co-supervisor(s) may attend the examination session as an observer.

9.5 Appointment of the Thesis Examiners

9.5.1 Examiners Qualification

The examiners should be selected from those with established reputation in the area of the thesis topic. Candidates for examiners can be professor(s)/ associate professor(s)/ professional(s)/ researcher(s) of comparable seniority and expertise.

9.5.2 Impartiality

The examiners should not be closely associated with the candidate or the candidate's research project (e.g. as research supervisor, spouse, kinship and/or current research collaborator).

9.6 Thesis Examination

The respective school/institute shall send the thesis together with the guidelines for examination of the thesis to the thesis examiners.

9.7 Thesis Examination Committee Meeting or *Viva Voce*

9.7.1 Convening the Meeting

The Thesis Examination Committee Meeting shall be convened when;

- a) The respective school/institute has received all the examiners' reports; and
- b) The Chairperson (dean/director of respective school/institute or his/her representative) and at least one (1) examiner are present.

9.7.2 Role of the Chairperson (Dean/Director of School/Institute or His/Her Representative)

At the meeting, the Chairperson is responsible for:

- a) Moderating the meeting; and
- b) Ascertain that the thesis fulfills the rules and regulations as stipulated in Guide to The Preparation of Thesis; and
- c) Submitting a complete report on the proceedings of the meeting to the dean/director of respective school/institute.

9.8 Decision on Thesis

One of the following decisions will be delivered on the thesis at the conclusion of the meeting:

9.8.1 Accepted without Correction

A thesis is accepted without any correction.

9.8.2 Accepted with Minor Correction

The thesis contains errors in typographical, grammatical and presentation. Minor improvements in the substance of the thesis may be required.

9.8.3 Accepted with Moderate Correction

The thesis contains some flaws such as inadequacy in theory, methodology, data analysis, and/or poor presentation. Moderate revision may be required.

9.8.4 Re-examination (Major Correction)

- i) The thesis contains **serious** flaws such as inadequacy in theory, methodology, data analysis, and/or poor presentation. Major correction and revision are required.
- ii) The Thesis Examination Committee may also recommend oral re-examination (*re-viva voce*) to be conducted within the stipulated period after the date of the first *viva voce* or otherwise.

9.8.5 Rejected/Demerit

- i) The thesis does not meet a minimum requirement of a PhD/Master's degree.
- ii) In the case of PhD thesis, if deemed suitable, the thesis may be recommended for re-submission as a Master's thesis.

9.9 Post-examination Action

The Chairperson shall submit a report to the respective school/institute within seven (7) working days after the Thesis Examination Committee meeting or *viva voce*. The report will cover the decision of the examination, corrections to be made and other comments deemed necessary.

9.9.1 Accepted without Correction

A candidate whose thesis is accepted without corrections may proceed for the final submission (refer to Section 9.10).

9.9.2 Accepted with Minor Correction

- i) A candidate whose thesis is accepted with minor corrections (refer to Section 9.8.2) is given a maximum of

two (2) months for the final bound thesis submission to the respective school/institute.

- ii) The candidate may apply to the respective school/institute for an extension of the period, if required.
- iii) Within that period the candidate shall submit the penultimate draft to the internal examiner who will verify that all the required corrections have been made.
- iv) A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.

9.9.3 Accepted with Moderate Correction

- i) A candidate whose thesis is accepted with moderate corrections (refer to Section 9.8.3) is given a maximum of six (6) months for the final bound thesis submission to the respective school/ institute.
- ii) The candidate may apply to the respective school/institute for an extension of the period, if required.
- iii) Within that period the candidate shall submit the penultimate draft to the examiner(s) appointed by the thesis examination committee who will verify that all the required corrections have been made.
- iv) A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.
- v) During this extension period, the candidate shall continue to be a registered student (refer to Section 3 and Section 5).

9.9.4 Re-examination (Major Correction)

- i) A candidate whose thesis is needed to be re-examined (refer to Section 9.8.4) is given a maximum of one (1) year to submit the thesis (refer to Section 9.2 and Section 9.3). A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.

- ii) During this extension period the candidate shall continue to be a registered student (refer to Section 3 and Section 5).
- iii) Only one (1) re-examination is allowed.

9.9.5 Demerit

For PhD thesis which has been recommended for re-submission as a Master's thesis, all amendments recommended by the Thesis Examination Committee must be made and the thesis is to be re-submitted to respective school/institute as Master's thesis within two (2) months of the *viva voce*.

9.10 Final Thesis Submission

- a) An unbound copy of the thesis shall be submitted to the respective school/institute to be examined the format conformity as stipulated in the Guide to the Preparation of Thesis.
- b) Upon approval by the Senate, the candidate must submit three (3) copies of bound thesis with hard cover together with soft-copy to the respective school/institute. Students who fail to submit may not be given the final certificate/scroll.

SECTION 10: GRADUATION

A student who has fulfilled all the programme's stipulated requirements shall be conferred the appropriate degree.