

PREFACE

The UMT Postgraduate Studies Rules and Regulations (Coursework) 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 (coursework). 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.

Postgraduate Management Centre
Universiti Malaysia Terengganu

Endorsement by Senate
March 30, 2016

MEDIUM OF INSTRUCTION

1. The medium of instruction is Bahasa Melayu.
2. The programmes which are subjected to the requirements of the relevant professional body or standard programme, can be conducted in English.

ASSESSMENT POLICY

1. Students who are enrolled for postgraduate programmes are required to undergo continuous assessment in various forms as specified by the Senate.
2. Final examination, where ever applicable is an assessment held in various forms of questions which fulfil the relevant course learning outcome.
3. The minimum and maximum score for course(s) with final examinations is subject to the Senate approval.
4. All final examinations shall be conducted within the academic calendar as approved by the Senate.
5. All courses shall be graded in accordance with the grading scheme as approved in the UMT Postgraduate Studies Rules and Regulations (Coursework).
6. The procedures for the examination must comply with examination instruction notice which is issued from time to time by the Postgraduate Management Centre.

CITATION AND COMMENCEMENT

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

DEFINITION AND INTERPRETATION

In these Rules, unless the context otherwise requires:

1. "Course Registration" means courses registered in the list of courses that enable students to add or drop within a specified time;
2. "Credit Transfer" means exempted courses for students to enroll in because these students have followed a similar course and passed, subject to the approval of the School offering the course;
3. "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 semesters;
4. "Equivalent Course" means a course recognized as equivalent to the status of another course;
5. "Examinations" refers to assessment of all aspects such as tests, assignments, quizzes, laboratory work, field work and others as specified by the examiner;
6. "Examiner" refers to either full time or part time academic officer appointed by the University;

7. "Grade Point Average (GPA)" means the average grade value obtained from the number of grade points divided by the number of credit units taken for a semester;
8. "Grade" means a value in the form of alphabet to indicate a student's performance in a course;
9. "Institute" refers to an institute established by the University;
10. "Lecture" means formal meetings set for a course which includes instruction in classrooms, laboratories, field work and others according to the prescribed time frame;
11. "Programmes Core Course" means a compulsory course (YW) offered by each programme needs;
12. "School" refers to a school established by the University;
13. "Senate" means the highest academic body of the University and is responsible for the general direction of instruction, research and examination, and the conferral of degrees, certificates and other academic distinctions;
14. "Student" means a registered postgraduate student of Universiti Malaysia Terengganu;
15. "Supervisor(s)" means academician/researcher appointed to supervise a project in accordance with the UMT Postgraduate Studies Rules and Regulations (Coursework);

16. "University" refers to Universiti Malaysia Terengganu.

SECTION 1: ADMISSION

1.1 Entry Qualification

Candidates who wish to be admitted into the postgraduate programme must have the following qualifications:

1.1.1 General Admission Requirement

- a) A bachelor's degree with minimum CGPA of 2.50 or equivalent, as accepted by the Senate; or
- b) A bachelor's degree or equivalent with CGPA below 2.50, can be accepted subject to a minimum of five (5) years working experience in relevant field as accepted by the Senate; or
- c) A bachelor's degree or any other academic qualifications in related field and possesses evidence of adequate work experience recognised by the Senate.
- d) A proof of English proficiency (for international candidates only):
 - i. TOEFL: 500 ; or
 - ii. IELTS: 5.5 ; or
 - iii. A proof of adequate command of English specified by respective school.

1.1.2 Specific Admission Requirement

Candidates must fulfill other requirement as specified by respective programme.

1.2 Application

Application can be submitted to the Postgraduate Management Centre within the stipulated deadline.

1.3 Offer of Admission

1.3.1 Unconditional Offer

An applicant who meets all the requirements may be granted an unconditional offer.

1.3.2 Conditional Offer

An applicant who meets partial requirements may be granted a conditional offer.

1.4 Deferment of Admission (for New Student)

- a) An applicant who has been offered a place may defer his/her admission by submitting an application to the Postgraduate Management Centre.
- b) Application for deferment of admission can only be submitted once and cannot exceed two (2) semesters.

SECTION 2: REGISTRATION

2.1 Status of Registration

2.1.1 Full-time

A full-time student is one who has registered for at least nine (9) credits of course(s) in a semester.

2.1.2 Part-time

A part-time student is one who has registered for less than nine (9) credits of course(s) per semester with a minimum of three (3) credits or one course (whichever is applicable).

2.2 Registration of New and Existing Students

- a) Students pursuing postgraduate studies in a programme are required to register within one (1) week after the commencement of the semester.
- b) Any registration later than one (1) week requires a written approval from the Dean of School.

2.3 Continuous Registration

- a) Students are required to maintain a continuous registration every semester throughout the period of study.
- b) A student who fails to register for the semester/module within the stipulated time, will automatically have his/her name dropped (GN) from the University registration list.

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- c) An appeal for re-registration and continuation of studies in the next semester can be submitted to the Director of Postgraduate Management Centre for approval from the respective Dean of school.
- d) An appeal can be made once throughout the study period commencing from the semester with GN status and the following semester.

2.4 Notification of Personal Information

- a) All personal information is considered true unless notified to the contrary by the students.
- b) Students must update personal information from time to time via the student online portal for communication and record purposes.

2.5 Deferment of Study for Existing Students

- a) A student may apply for deferment of study not later than four (4) weeks after the commencement of a new semester/module with refundable fees. Fees are not refundable for any deferment after the four (4) weeks period.
- b) Deferment on medical grounds as certified by a Medical Officer can be made at any time during the semester/module and fees may be refunded proportionately.
- c) Deferment can be granted once only, for duration of not more than two (2) semesters/modules or one year except under unforeseen circumstances.
- d) Refund of fees is subject to UMT Postgraduate Fee Rules and Regulations.

2.6 Conversion between Programmes of Study

- a) A student may apply for conversion of programmes of study.
- b) Application for the conversion between coursework/mixed mode programmes must be submitted to the Postgraduate Management Centre not later than four (4) weeks of current semester.

2.7 Registration for Students on Deferment

- a) Students are required to register after their deferment is over. The candidature shall be terminated in the event where the candidate fails to do so.
- b) The deferred semester(s) is not accounted for in the specified period of study.

2.8 Reinstatement

- a) A student whose candidature is terminated due to non-compliance of Section 2.7 may submit an application to the Postgraduate Management Centre for reinstatement. Reinstatement is allowed only once.
- b) Conditions for reinstatement are as follows:
 - i. the students must have achieved the status of good academic standing;

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- ii. the lapsed time between termination and reinstatement does not exceed two (2) semesters or one (1) year.
- c) Upon reinstatement, only outstanding course requirements should be fulfilled. Courses that have been completed shall be credited to the degree.

2.9 Withdrawal of Candidature from Programme of Study

- a) A registered student who wishes to withdraw from the study shall apply to the Director of Postgraduate Management Centre. All fees, except for registration and service fees may be refunded if the withdrawal is approved within the first four (4) weeks of the semester/module.
- b) A student whose candidature has been withdrawn may apply for readmission to Postgraduate Management Centre by submitting a fresh application following the guidelines in Section 1.

2.10 Programme Duration

A duration of every programme is as stipulated in the programme's requirements.

SECTION 3: COURSE REGISTRATION, ADD, DROP AND CREDIT TRANSFER

3.1 Course Registration

- a) Students are required to register for academic courses as specified by respective programme.
- b) Courses that are registered as 'Audit' and/or 'Pass/Fail' are not included in the computation of the Grade Point Average (GPA).
- c) Registration of courses for the subsequent semester can be done commencing from week 12 until week 17 of the current semester. A re-registration will be activated in the first week of the following semester.

3.2 Adding and Dropping of Course(s)

- a) Course(s) can be added within the first three (3) weeks of the semester/module.
- b) Course(s) can be dropped within the first three (3) weeks of the semester/module. Course(s) dropped with Dean's permission in the fourth (4th) week and above shall be recorded as 'TDK' ('Course Withdrawn').
- c) Dropping of registered course(s) after the fourth week will not entitle the student any refund of tuition fees.

3.3 Change of Course Registration Status

- a) Change of course registration status for core (YW) and elective (ELF) courses can be made at any time except for audit (AU) courses.
- b) Change of audit courses status can be made before the fourth (4th) week of the semester.

3.4 Registration of Courses with Pre-Requisites

Registration of courses which requires pre-requisite courses can only be made if the students have passed the pre-requisite or equivalent courses (subject to programme standard/professional body requirements).

3.5 Credit Transfer

- a) Students may apply for credit transfer for graduate courses completed within the university or at another institution into their postgraduate programme at UMT.
- b) The courses should be relevant to the candidate's programme of study.
- c) Credits to be transferred must be for courses that are equivalent to those at UMT with a minimum of grade B (65% and above). In addition, these courses must have been enrolled in within two (2) years prior to the date of the candidate's first registration at UMT. The respective school will determine the quantum of credit transfer.

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- d) Credits to be transferred cannot exceed one third (1/3) of the total credit hours required for the graduation.
- e) Application for credit transfer must be submitted not later than the first four (4) weeks of the first (1st) semester of study.
- f) Students who failed/did not graduate/are dismissed from postgraduate programme at the university or other institution will not be considered for credit transfer.

SECTION 4: FEE POLICY

4.1 Payment of Fees

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

SECTION 5: ASSESSMENT

5.1 Assessment Methods

5.1.1 Examination (Excluding Project Paper /Case Study)

- a) Continuous assessment shall be carried out for all courses in the form of assignments, quizzes, tests, fieldworks, projects, practicum and other related types of assessment.
- b) Assessment other than the final examination can be fixed at the time and place deemed appropriate by the examiner.
- c) The final examination schedule, if applicable shall be fixed accordingly by the respective school after the issuance of examination notice.
- d) A student who fails to attend the examination without a valid reason shall be given a zero (0) score for that final examination.
- e) For students who fail to attend the final examination, the grade shall be given based on the carry marks of the continuous assessment.

5.1.2 Project Report/Case Study

Method of assessment shall be in the form of submission of a project report/case study/project presentation. In some programmes, a comprehensive examination is required in lieu of the project report/case study.

5.2 Grading

Students shall be evaluated at the end of every semester.

5.3 Courses Grade/Status

a) All courses, including projects undertaken by a student, shall be given one of the following grades/status:

Grade/Status	Marks (%)	Points
A	80-100	4.00
A-	75-79	3.75
B+	70-74	3.50
B	65-69	3.00
B-	60-64	2.75
C+	55-59	2.50
C	50-54	2.00
C-	45-49	1.75
D	40-44	1.00
F	0-39	0.00
TL	Incomplete (<i>Tidak Lengkap</i>)	
S	Continue (<i>Sambung</i>)	
TDK	Course Withdrawn (<i>Tarik Diri Kursus</i>)	
AU	Audit (<i>Audit</i>)	
ULR	Resit Examination (<i>Ulang Resit</i>)	
ULF	Repeat Failed Course (<i>Ulang Kursus Gagal</i>)	
ULK	Special Re-examination (<i>Peperiksaan Ulangan Khas</i>)	

b) Detailed descriptions of acronyms can be referred in Appendix 1.

- c) The passing grade for all courses is B.
- d) For programmes of studies which are subject to standard programme, the method of grading shall be based on the respective standard programme.

5.4 Resit Examination (Retake of Examination in the Current Semester-ULR)

- a) Students who achieved B- or below are required to resit/repeat the course subject to clause (b) and (c) below.
- b) A student who achieved C, C+ or B- is allowed to resit examination at the end of the current semester subject to the following conditions:
 - i. Only one course is allowed.
 - ii. The grade of the course shall be based on the marks of the resit examination and continuous assessment.
 - iii. A student who achieved B- or below in the resit is required to repeat the courses in subsequent semester.
- c) Resit examination shall be allowed once, for courses with final examination. Students who fail to achieve the required grade shall repeat the course in the subsequent semester.
- d) A better grade will replace the previous grade in computation of the student's CGPA.

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- e) Application to Postgraduate Management Centre must be submitted within two (2) weeks after the release of the final examination results along with a non-refundable processing fee of RM100.00.
- f) The implementation of resit examination must comply with the existing examination procedures and shall be handled by the respective school.

5.5 Repeat Failed Course (ULF)

- a) A student who achieved C- or below is required to repeat the courses in subsequent semester.
- b) A better grade shall replace the previous grade in computation of the student's CGPA.

5.6 Special Re-examination (ULK)

- a) Students in the final semester may be allowed to sit for the special re-examination in the current semester for only one course regardless of the grade.
- b) Application to Postgraduate Management Centre must be submitted within two (2) weeks after the release of the final examination results along with a non-refundable processing fee of RM100.00.
- c) The implementation of special re-examination must comply with the existing examination procedures and shall be handled by the respective school.
- d) The grade for the course shall be solely based on the score obtained from that re-examination.

5.7 Replacement Examination (PG)

- a) Replacement examination must be conducted by the respective school according to the existing examination procedure.
- b) Students who apply to sit for replacement examination because of health problems, should obtain a medical certificate/health report from the University Health Centre, a government hospital or any medical institution. Medical certificate/health report must be submitted to the Postgraduate Management Centre within 24 hours after the date of the examination except for reasons which cannot be avoided.
- c) Replacement examination can be held after the date of examination of the course until the first 2 weeks of the next semester.
- d) The acronym TL (Incomplete) is given for the course if the student is still under medical leave after 2 weeks of the commencement of the next semester. The student is required to take the course again in the following semester.
- e) For cases other than medical reason, the application to take the replacement examination is subjected to the approval of the Dean of the school.

5.8 Appeal of Grade

A student may appeal to the Postgraduate Management Centre for the review of the course grade within two (2) weeks after the release of results by submitting an application form together with a non-refundable processing fee of RM100.00.

5.9 Academic Standing

Students will be given the academic standing in every semester based on the following status:

Standing	Description
Passed (L) (<i>Lulus</i>)	Achieved a minimum CGPA of 3.00 and passed all courses.
Repeat (LMK) (<i>Lulus Ulang Kursus</i>)	Achieved a minimum CGPA of 3.00 and failed any of the courses.
Probation (P) (<i>Percubaan</i>)	Achieved a CGPA between 2.99 and 2.50 and failed any of the courses.
Failed and Dismissed (GB) (<i>Gagal dan Diberhentikan</i>)	Obtained a CGPA below 2.50 in any one semester/module; or Failed to attain the required minimum CGPA of 3.00 in the semester/module following the one in which he/she was placed on probation.
Deferment (TG) (<i>Tangguh</i>)	Student whose application for deferment has been granted.
Graduated (IJZ) (<i>Pengijazahan</i>)	Fulfilled all requirements as specified by the programme.

5.10 Termination from Study

- a) A student shall be terminated from studies under the following conditions:
- b) Obtaining a CGPA below 2.50 in any one (1) semester.
- c) For probation students, failing to attain the required minimum CGPA of 3.00 in the current semester/module.

SECTION 6: PROCEDURES FOR APPEAL

6.1 Appeal Against Termination of Study

- a) A student whose study has been terminated may submit an appeal to the Postgraduate Management Centre no later than two weeks after the result is released. The appeal shall be accompanied by a fee of RM100.00.
- b) Appeals received by the Postgraduate Management Centre will be considered by the University Appeal Committee for Failure and Dismissal.
- c) All outstanding and current fees and other charges must be settled; and
- d) A supporting letter/document obtained from programme coordinator, supervisor(s) or Medical Officer or any other professional practitioner (if applicable).

6.2 University Appeal Committee for Failure and Dismissal

- a) University Appeal Committee for Failure and Dismissal shall be established and be composed of the:
 - i. Deputy Vice-Chancellor (Academic and International) as Chairman
 - ii. Dean of the School of the student
 - iii. Two members of the Senate
 - iv. Director, Postgraduate Management Centre
 - v. Officer of the Postgraduate Management Centre as a secretary.

- b) The quorum for the committee meeting shall comprise of three (3) members inclusive of chairman.
- c) The Committee may request any relevant academic officer to be present in the meeting.
- d) The Committee shall report the result of the appeal to the University Senate.

6.3 Course Grade Review

Students who are not satisfied with the results of certain courses can apply for a grade review. The procedure of grade review is as follows:

- a) The review application shall be submitted to the Postgraduate Management Centre within two weeks after the result is released.
- b) The review application shall be accompanied by a fee of RM100.00 for each course.
- c) The application form must be submitted to the Postgraduate Management Centre for consideration of the respective school's review committee.

6.4 Course Grade Review Committee

- a) Course Grade Review Committee shall comprise of:
 - i. Dean of the School of the student as Chairman

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- ii. Deputy Dean (Academic and Student) of the School of the student
 - iii. Deputy Dean (Academic and Student) of the school offering the course
 - iv. Chairman of the programme
 - v. Administrative Officer of the student as a secretary.
- b) The quorum for the committee meeting shall comprise of three (3) members inclusive of chairman.
- c) The Committee may request any relevant academic officer to be present in the meeting.
- d) The Committee shall report the result of appeal to the Jawatankuasa Pembangunan Program Pengajian Universiti (JPPPU).

SECTION 7: ACADEMIC MISCONDUCT

- a) Students who commit academic misconduct may be subject to disciplinary actions in accordance with the Universiti Malaysia Terengganu (Discipline of Students) Rules 2009 including its amendment or revision or any form of action as may be prescribed by the University.
- b) For the purposes of the application of these Regulations, academic misconduct shall include any act or omission specified in Rule 4, 5, 6, 7 and 8 of the Universiti Malaysia Terengganu (Discipline of Students) Rules 2009. Excerpts of the respective rules are as shown in Appendix 2.
- c) Students who have been instituted with disciplinary proceedings under the Universiti Malaysia Terengganu (Discipline of Students) Rules 2009 or criminal proceeding by any court, shall have their examination results or graduation eligibility suspended, until the case against him has been decided by the Disciplinary Board or by the court that initiated the said criminal proceeding.
- d) The results of the examinations or course work of any student who has been convicted of any disciplinary offense under Rule 6 and 8 of the Universiti Malaysia Terengganu (Discipline of Students) Rules 2009, shall be reconsidered by the Senate through the Committee of Academic Misconduct. In exercising its power, the Committee of Academic Misconducts can make the following declaration:

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- i. Revoke part of the examination results of the subject or course work related to the convicted disciplinary offense; or
 - ii. Revoke the entire examination results of the subject or course work related to the convicted disciplinary offense; or
 - iii. Revoke the entire examination results for all subjects or course work enrolled in the respective semester; or
 - iv. Retain the examination results or relevant course work.
- e) The provisions in para (c) and (d) do not reduce the power conferred to the Chancellor under Section 61 of the Constitution of the University.

SECTION 8: GRADUATION REQUIREMENTS

A graduating student is required to fulfill the followings:

- a) Registered and passed all courses as prescribed in the programme curriculum;
- b) Fulfilled other conditions as required by the programme; and
- c) Achieved an academic standing with a CGPA of at least 3.00.

SECTION 9: INTELLECTUAL PROPERTY RIGHT (IPR)

- a) IPR 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 studies, including but not limited to research and other activities.
- b) In general, IPR generated by students shall belongs to the University and shall be managed in accordance with the University's Intellectual Property Policy.

APPENDIX 1: DESCRIPTION OF ACRONYMS

Acronym	Description
AU (Audit)	Audit. This acronym indicates that the student has registered and fulfilled course requirements. This acronym is recorded only if the student has passed the course. Points are not given for any Audit course.
ELF (Kursus Elektif)	Elective courses for the programme.
GB (Gagal dan Diberhentikan)	Failed and Dismissed.
GK (Gantung Keputusan)	Suspension of result. This alphabet acronym shows that the student's result is suspended for the semester due to pending disciplinary proceedings under the UMT Student Disciplinary Rules or criminal or legal proceedings.
GN (Gugur Nama)	Name dropped. This alphabet acronym shows the status of the student for the semester whose name has been dropped.
GP (Gantung Pengajian)	Suspension of study. This alphabet acronym shows that the student's study is suspended for the semester after being found guilty by the Disciplinary authorities for any disciplinary offense.
IJZ (Pengijazahan)	Graduated.
KP (Kes Perubatan)	Medical case. This alphabet acronym shows that the student deferred the study due to medical reason.

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Acronym	Description
L (Lulus)	Passed.
LMK (Lulus Ulang Kursus)	Pass and Repeat Course(s).
P (Percubaan)	Probation.
PG (Peperiksaan Gantian)	Replacement Examination. For students who are unable to sit for final examinations due to health problems or any other reason approved by the school.
S (Sambung)	Continue.
TDK (Tarik Diri Kursus)	Course withdrawn. This alphabet acronym shows that the student withdraws from the course with the approval from the lecturer and Dean of the respective program after the first three weeks of the semester. Withdrawal within the first three weeks of the semester is allowed without any alphabet acronym or grade recorded.
TG (Tangguh)	Deferment.
TL (Tidak Lengkap)	Incomplete. This alphabet acronym indicates that the student is unable to meet some of the requirements of a course in the form of assignment of LI / PITA / Job. Students should be given until the end of the second week of the following semester to complete the task to obtain a full evaluation and grade. An F grade will be given after the two weeks period is over.

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Acronym	Description
ULF (Ulang Kursus Gagal)	Repeat Failed Course. This alphabet acronym is given for courses repeated by students for the purpose of meeting the requirements for graduation.
ULK (Peperiksaan Ulangan Khas)	Special re-examination. This alphabet acronym is given for re-examination of courses taken by the final semester students.
ULR (Ulang Resit)	Resit Examination. This alphabet acronym is given for retake examination of courses taken by students in the current semester.
ULT (Ulang Kursus Tingkat Gred)	Repeat Course to Improve Grade. This alphabet acronym is given to courses repeated by students for the purpose of improving the grade obtained.
YW (Kursus Wajib)	Compulsory or core courses for the programme.

APPENDIX 2: ACADEMIC MISCONDUCT

(Excerpts of Rule 4, 5, 6, 7 and 8: University Malaysia Terengganu (Discipline of Students) Rules 2009)

Attendance at lectures

4. (1) Where a student is required to attend any lecture, tutorial, class or other instruction relating to his course of study, he shall not absent himself therefrom without the prior permission of the Dean of Faculty or the head of School, Centre, Academy or Institute, as the case may be.

(2) Where the circumstances do not permit such prior permission to be obtained, the student shall, as soon as possible thereafter, obtain approval from the Dean of Faculty or the head of School, Centre, Academy or Institute, as the case may be, with regard to his absence.

Restriction on use of text of lecture

5. (1) Subject to subrule (2), a student—
shall not make use of the text of any lecture or teaching imparted to him in the University except for the purpose of pursuing his course of study; and
shall not reproduce, in any manner, the whole or any part of such text for the purpose of publication, distribution or circulation, whether for payment or not.

(2) Nothing in this rule shall be deemed to restrict the discretion of the Vice-Chancellor to issue guidelines allowing a student, or an organization, body or group of students, to make copies of the text of any such lecture or teaching under the control and direction of the Vice-Chancellor, or the Dean of Faculty, or the head of School, Centre, Academy or

Institute, as the Vice-Chancellor may authorize, and the Vice-Chancellor may impose in the guidelines such terms and conditions as he deems necessary or expedient in respect of the reproduction of the text of any lecture or teaching.

Prohibition against plagiarism

6. (1) A student shall not plagiarise any idea, writing, data or invention belonging to another person.

For the purposes of this rule, plagiarism includes—
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 creating; or
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, writing, data or invention which has actually been taken from some other source.

Without prejudice to the generality of subrule (2), a student plagiarise when he—
publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book;
forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
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 academic research without giving due acknowledgement to the actual source;

uses research data obtained through collaborative work with some other person, whether or not that other person is an employee or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;

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 is the creator of that idea or creation;

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 own original writing or creation; or

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 is the creator of those ideas.

Appearance for examination

7. (1) Where a student's course of study entails his appearance for an examination and he is not otherwise debarred from such examination, he shall appear for the examination unless prior permission of the Dean of Faculty, or the head of the School, Centre, Academy or Institute, as the case may be, has been obtained.

(2) Where the circumstances do not permit such prior permission to be obtained, the student shall, as soon as possible thereafter, obtain from the Dean of Faculty, or head

of School, Centre, Academy or Institute, as the case may be, with regard to his absence.

Conduct during examination

8. (1) No student shall—
take any book, paper, document, picture, mobile phone or other things into or out of an examination room unless permitted by the invigilator;
receive any book, paper, document, picture, mobile phone or other things from any other person unless permitted by the invigilator;
write, or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or any other part of his anatomy, or on his clothing;
communicate with any other student or person during an examination by whatever means; or
cheat or copy or attempt to cheat or copy or conduct himself in a manner which can be construed as cheating or copying or attempting to cheat or to copy in an examination, or while the examination is being conducted.

(2) Notwithstanding subrule (1), a student may, while he is in the examination room receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or Committee of Examiners, and authorized by the Vice-Chancellor.

PLAGIARISM

(Extract of Section 7.1, 7.2, 7.3: UMT Postgraduate Studies Rules and Regulations (Research))

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.