



# UMT POSTGRADUATE STUDIES RULES & REGULATIONS (COURSEWORK)



**POSTGRADUATE MANAGEMENT CENTRE  
UNIVERSITI MALAYSIA TERENGGANU**

## **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

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#### 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 Faculty 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. "Faculty" refers to a faculty 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;

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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.

**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 in the field or related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the Senate; or
- b) A bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50, can be accepted subject to rigorous internal assessment by the Postgraduate Studies Committee of Faculty/ Institute/Centre; or
- c) Qualifications obtained through the Accreditation of Prior Experiential Learning (APEL) subject to the field of study listed by MQA, or
- d) Candidates without a qualification in the related fields or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the faculty/ institute/ centre and meet the minimum CGPA based on (a) to (b).

**1.1.2 Specific Admission Requirements**

Candidates must fulfil other requirements as specified by respective programme.

**1.1.3 English Language Requirement for International Student**

- a) All international students must at least meet one of the following requirements:

<b>English Competency Test</b>	<b>Name of Component</b>	<b>Minimum Score</b>
MUET	MUET	Band 3.5
IELTS	IELTS	5.0
TOEFL	TOEFL IBT (TOEFL iBT Home Edition <b>is not accepted</b> )	40
Pearson Test of English	PTE Academic PTE Academic (Online) <b>is not accepted</b>	47
Cambridge English Qualifications and Tests	i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	154
	ii) Occupational English Test (OET) (OET online <b>is not accepted</b> )	200



Common European Framework of References (CEFR)	Common European Framework of References (CEFR)	High Band 1
ELS	Certified English (CIEP) (CIEP online <b>is not accepted</b> ) Intensive Programme	107

\*Note:

- i) *For study program subjected to program standard or professional body, must abide by the respective standard, but must be not less than the general minimum score listed above*
- ii) *No limit of validity period for the English Competency Tests results listed above*
- b) Exemption shall be given to the international students from countries using English as formal language (refer to Appendix 1).
- c) Candidates who do not meet the prescribed English requirement shall be given a conditional offer and the candidates must pass the English requirement within a maximum period of one (1) year **from** the date of offer.
- d) Candidates who fail to meet the English requirement **within** the 1 year period, shall have their conditional offer letter **revoked**.
- e) Exemption shall be given to international candidates from Indonesia, Brunei, Singapore and South Thailand who has graduated from academic programs using Bahasa Melayu fully as a medium of instruction **AND** intend to pursue study in **Master of Counselling (course work)** at UMT.

## 1.2 Application

Application can be submitted to the Postgraduate Management Centre within the stipulated deadline via online at <http://gsea.umt.edu.my>.

## 1.3 Offer of Admission

### 1.3.3 Full Offer

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

### 1.3.4 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 not more than one (1) semester by notifying the Postgraduate Management Centre.

## 2.1 Status of Registration

### 2.1.1 Full-time

A full-time student must register at least 12 credits of course(s) and maximum of 20 credits in a semester.

### 2.1.2 Part-time

- a) A part-time student must register between three (3) to 11 credits (Note: less than 60% of the maximum number of credits in one semester).
- b) For final semester, student is allowed to register for maximum of 14 credits.

## 2.2 Registration of New Students

- a) Students are required to register within the time period set by the Postgraduate Management Centre (refer academic calendar for the particular semester in student portal).
- b) Any registration later than four (4) weeks requires a written approval from the Dean of Faculty.

## 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 (refer academic calendar for the particular semester), will automatically have his/her status drops (GN).
- c) An appeal can be made once throughout the study period commencing from the semester with GN status and the following semester. An appeal for re-registration and continuation of studies can be submitted to the Postgraduate Management Centre.
- d) Conditions for appeal are as follows:
  - i) Students obtain CGPA of 3.0 and above.
  - ii) Students must get the Faculty's endorsement.
  - iii) The lapsed time between termination and re-registration and continuation of studies does not exceed two (2) semesters or one (1) year.
- e) If the student is re-registered and continued, course(s) that has been completed shall be credited to the degree. Only outstanding course requirements should be fulfilled.
- f) A student who does not fulfil the above conditions may apply for readmission to the Postgraduate Management Centre by submitting a new application.

## **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 portal for communication and record purposes supported with certified documents.
- c) All changes in regards to personal information of international student will be notified to Education Malaysia Global Services (EMGS) for visa purposes.

## **2.5 Deferment of Study for Existing Students**

- a) A student may apply for deferment of registration not later than four (4) weeks 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 charged for any deferment after the four (4) weeks period as mentioned in a).
- c) Deferment is granted up to only two times. Deferment shall not be more than a maximum period of two (2) semesters.

## **2.6 Change of Programme**

- a) Change of programme refers to changing of academic programme within the same faculty. A student who wishes to change his/her programme must submit an application via the student online portal not later than four (4) weeks of the commencement of the first semester of study.
- b) Students by Coursework are not allowed to apply for conversion from Master to PhD.

## **2.7 Change of Programme Structure (Coursework to Research)**

- a) The change of programme structure can only be done after the students have completed their first semester. Students will be bound with regulations related to the new programme structure. However, the change of programme structure is allowed only once throughout the student's study period.
- b) The conditions for changing programme structure are as follows:
  - i. Students obtain current CGPA of 3.5 and above.
  - ii. Students must get the Faculty's endorsement.
  - iii. Students are required to have a qualified supervisor.
  - iv. The duration of study of the student will be counted in the new programme structure.

**2.8 Registration for Students on Deferment**

- a) Students must re-register after their deferment is over. Failure to do so shall have his/her candidature terminated (Refer to Section 2.3).
- b) The deferred semester(s) is not accounted for in the specified period of study.

**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. For terms of fees payment, please refer to UMT Postgraduate Fee Rules and Regulations.
- b) A student whose candidature has been withdrawn may apply for readmission to Postgraduate Management Centre by submitting a new application following the guidelines in Section 1.

**2.10 Programme Duration**

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

### **3.1 Course Registration**

- a) Students are required to register for academic courses as specified by respective programme.
- b) Students are required to register within the time period set by the Postgraduate Management Centre (the course registration period is the same as in Section 2.2).
- c) Courses that are registered as 'Audit' and/or 'Pass/Fail' are not included in the computation of the Grade Point Average (GPA).

### **3.2 Add and Drop of Course(s)**

- a) Course(s) can be added until Week 4 of the semester. In special cases, Postgraduate Management Centre may allow registration of courses after Week 4.
- b) Course(s) can be dropped until Week 5 of the semester.
- c) Fees will be charged for courses dropped after Week 5 of the semester.
- d) The approval for the course(s) dropped is subject to the requirement of minimum total credit per semester.
- e) A student who withdraws from a particular course after a period of time without permission from the faculty will be given F grade.

### **3.3 Change of Course Registration Status**

- a) Each course taken during a semester must be properly registered, specifying the course code, total credit of the course and the course status such as Compulsory (YW), Elective Course (ELF), or Audit (AUT).
- b) Any course registration error may result in students being given a zero (0) score for the course concerned.
- c) However, change of course registration status for Compulsory (YW) and Elective (ELF) courses can be made at any time except for Audit (AUT) courses.
- d) Change of audit courses status can be made not later than the fourth (4<sup>th</sup>) week of the respective semester.

### **3.4 Registration of Courses with Pre-Requisites**

- a) 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).
- b) Subject to Section 1.1.1 (c), the pre-requisite course(s) must at least at Level 6 of the Malaysian Qualification Framework and must be enrolled and passed before the student is allowed to register for any core courses stipulated in the programme scheme.

- c) The passing grade for all pre-requisite courses is C+ (refer Section 5.3).

### **3.5 Registration of Audit Courses**

- a) Audit course means a course registered by a student for which the grade will not be considered for the CGPA calculation.
- b) Some courses can be registered as audit courses (AUT) with the permission of the lecturer and approval of the Dean of the respective Faculty.
- c) The course(s) must at least at Level 6 of the Malaysian Qualification Framework.
- d) A student must meet the course requirements with minimum grade of C+ (refer Section 5.3) to be considered as passed with grade 'AU'. However, if they failed the course, the result will not be recorded in the system.

### **3.6 Credit Transfer**

- a) Credit Transfer means the process of transferring course credits that students have taken in a programme to another programme that leads to the award of qualifications offered by same institutions or different institutions
- b) Students may apply for credit transfer for postgraduate courses completed within the university or at another institution into their postgraduate programme at UMT subjected to approval from the faculty.
- c) Courses applied for credit transfer shall meet the following conditions:
  - i. The courses are similar and must have at least **80%** equivalent or similar in content with the corresponding courses in the current programme of study offered at the Faculty.
  - ii. A minimum 'B' grade or its equivalent was obtained in the course applied for transfer.
  - iii. The courses were taken not more than five (5) years from the date of registration to the University.
  - iv. The maximum number of credits allowed does not exceed **30%** of the total credits in the current programme.
  - v. Credit unit of the course must be equivalent to the credit unit of the course applied.
  - vi. The course applied for credit transfer must be from the study programme that has been accredited.
- d) Courses at the undergraduate level are not eligible for credit transfer or exemption at the graduate levels.
- e) Courses or credits applied for transfer must only be credited once and for all.
- f) Applications for transfer of credits must be accompanied by the relevant supporting documents such as course description and grading system. A student may be interviewed or required to sit for a test, if deemed necessary, by the department, in order to determine his eligibility for the transfer of credits.
- g) A student who applies for transfer of credits is subject to the minimum duration of his/her programme of studies and must fulfill the residential period requirements which is must be at least one (1) semester.
- h) Application for credit transfer must be submitted to faculty not later than the first four (4) weeks of the first (1<sup>st</sup>) semester of study.

- i) Students who have failed or did not graduate or dismissed from the postgraduate programme in the University or other higher learning institution will not be considered for credit transfer.

### **3.6.1 Transfer of Credits with Grade**

- a) "Transfer of credit with grade" means transfer of credit together with the grade for the course from a similar level (horizontal) for a candidate who is still studying.
- b) The following student can apply for "Transfer of credit with grade" :
  - i. Student who has transferred to the University;
  - ii. Student who has changed programme within the university
- c) A course that is approved for a transfer of credit with grade will be given a grade that is equivalent to the University's grading scheme and the University's approved credit for the course.
- d) The credit earned together with the grade points for the approved courses will be included in the calculation of GPA and CGPA and for the purpose of graduation completion requirement.
- e) For the purpose of transfer of credit with grade, the candidate must first complete the course and achieve the level of competency in the course applied for.

### **3.6.2 Transfer of Credit without Grade**

- a) "Transfer of credit without grade" means transfer of credits without considering the previous grade obtained for the course from a similar level (horizontal) for a candidate who:
  - i. has successfully completed his study; or
  - ii. has not completed his studies (excluding a candidate who has been terminated from his studies) but has achieved the competency level in the course applied for.
- b) A course that has been approved for transfer of credit without grade is not required to be replaced with another course. Credits will not be calculated in the GPA and CGPA but will be included for the purpose of graduation completion requirement.

### **3.6.3 Other Sources of Credit Transfer**

- a) Students can apply for credit transfer for courses taken through:
  - i. APEL.C,
  - ii. Micro-credential
  - iii. Mobility programme,
  - iv. Massive Open Online Courses (MOOC), or
  - v. Professional courses with certifications that meet the requirements set by the University for the course.
- b) Horizontal credit transfers for master and doctoral programmes (coursework and mixed structure) are permitted on a case by case basis.
- c) Vertical transfer of credits from master to doctoral programmes is not permitted.

## SECTION 4: FEE POLICY

(Excerpts of Rule 7, 8, 13 and 16: UMT Postgraduate Fee Rules and Regulations, 2021)

### 7. Duration of Tuition Fee Payment

#### a. Self-Funded Student

##### i. New Student

Tuition fee must be paid by the students as outlined by the university authority before/during registration;

##### ii. Continuing Student

1. Tuition fee must be paid by the students before/during registration;
2. The student will not be allowed to register if he/she has outstanding fees due;
3. Students who registered late will be imposed with penalty at the following rates:
  - a. RM10.00 on the first day after the end of the grace period;
  - b. RM5.00 on subsequent days (maximum of 2 weeks);

#### b. Sponsored Student

1. Student is allowed to register without paying the tuition fees provided he/she could submit a financial guarantee/sponsorship letter;
2. Student is required to pay the remaining fees which is not borne by the sponsor;
3. Student whose tuition fees sponsorship has ended need to pay his/her fee during registration;

#### c. Students on Deferment

1. Student's tuition fee will be charged for any deferment made after the one (1) month period upon the commencement of a new semester;
2. Any application for deferment after the 1 month period is imposed with current fees;

#### d. Students on Reinstatement

Student is required to pay all outstanding balance (including fees for the previous semester that the student failed to register) and current fees as well as other charges (if any).

#### e. Students Dropping Course Over Stipulated Period (Coursework Structure)

1. Tuition fee will be charged for any courses dropped after the the stipulated period;
2. Current students who have not paid the remaining tuition fees, but dropping courses after the 4th week of lecture must pay the tuition fee in full.



### 8. Imposition of Tuition Fee for Special Case

The procedure for imposition of tuition Fee for withdrawal and deferment of new student or continuing student is subjected to rules/procedures outlined by UMT (Refer to **Table 3**).

**Table 3 : Imposition Of Tuition Fee**

STUDENT'S STATUS	WITHIN 1 MONTH AFTER REGISTRATION DATE		AFTER 1 MONTH PERIOD
	NEW STUDENT	CURRENT STUDENT	NEW/CURRENT STUDENT
<b>WITHDRAWAL</b>	All fees are refundable <b>EXCEPT</b> ; 1. Registration Fee 2. Service Fee	All fees are refundable <b>EXCEPT</b> ; 1. Service Fee	All Fees will be <b>imposed</b>
<b>DEFERMENT</b>	The payment will be brought forward to the registered semester.	The payment will be brought forward to the registered semester.	All Fees will be <b>imposed</b>

### 13. Processing Fee (Appeal)

Processing fee imposed for cases of appeal are as follows :-

- a. Appeal Against Termination**  
Each applications are charged with a processing fee of RM50.00.
- b. Processing Fee for Special Re-examination**  
Each applications are charged with a processing fee of RM100.00.
- c. Processing Fee for Review of Course Grades**  
Each applications are charged with a processing fee of RM100.00.

### 16. Implication of Failure to Settle Outstanding Fee

Student who fails to pay his/her outstanding fee may be facing one or more of the following actions:

- i. Barred from any examination / thesis examination related matters;
- ii. Barred from receiving examination result;
- iii. Barred from registering for next semester;
- iv. Barred from receiving transcript, scroll or taking part in the convocation ceremony.

**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) Continuous 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 faculty 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 and the final grade shall be given based on the carry marks of the continuous assessment.

**5.1.2 Project Report/Dissertation/Conspectus**

- a) Method of assessment shall be in the form of:
  - i) Progress evaluation / continuous assessment;
  - ii) Submission of a written report /case study/project paper/ dissertation; and
  - iii) Oral presentation / viva.
- b) In some programmes, a comprehensive examination is required in lieu of the project paper / case study / dissertation.
- c) In relation to clause b), Guidelines of Project Report/ Dissertation/ Conspectus for Programme by Coursework shall be referred.

**5.2 Grading**

Students shall be evaluated at the end of every semester.

**5.3 Course Grade**

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

GRADE/ STATUS	MARKS (%)	POINTS	CLASSIFICATION
A	80-100	4.00	Excellent
A-	75-79	3.75	
B+	70-74	3.50	Good
B	65-69	3.00	
B-	60-64	2.75	Satisfactory
C+	55-59	2.50	Pass
C	50-54	2.00	Fail
C-	45-49	1.75	

D	40-44	1.00	
F	0-39	0.00	

- b) The above-mentioned grading system shall be applicable to all courses unless otherwise stated by the respective programmes.
- c) Upon successful completion of a course, a student shall be awarded any of the alphabet grades in the table above based on the marks obtained for the course.
- d) The description of other acronyms used in the grading system can be referred in Appendix 2.
- e) The passing grade for all courses is C+.
- f) For programmes of studies which are subjected 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 C or below are required to resit/repeat the course subject to clause (b) and (c) below.
- b) A student who achieved D, C- or C 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 C 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.
- 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 F in the Final Examination or a student who achieved C or below, after getting results of Resit Examination, is required to repeat the courses in the subsequent semester.
- b) A student who achieved C or below, in the course without Final Examination is required to repeat the courses in the subsequent semester.
- c) 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. For terms of fees payment, please refer to UMT Postgraduate Fee Rules and Regulations.
- c) The implementation of special re-examination must comply with the existing examination procedures and shall be handled by the respective faculty.
- 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 faculty 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 KP (medical case) 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 faculty.

## 5.8 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.

## 5.9 Termination from Study

A student shall be terminated from studies under the following conditions:

- a) Obtaining a CGPA below 2.50 in any one (1) Semester
- b) 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 Course Grade Review

- a) Students who are not satisfied with the results of certain courses can apply for a grade review to the Postgraduate Management Centre no later than two (2) weeks after the result is released.
- b) Appeal received by the Postgraduate Management Centre will be considered by the Postgraduate Studies Committee of Faculty for approval.
- c) The result of appeal should be brought to the Senate for endorsement.

### 6.2 Appeal Against Termination

- 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.
- b) Appeal received by the Postgraduate Management Centre will be considered by the Postgraduate Studies Committee of UMT for approval. The result of appeal should be brought to the Senate for notification.
- c) All outstanding and current fees and other charges must be settled; or
- d) A supporting letter/document obtained from programme coordinator, supervisor(s) or Medical Officer or any other professional practitioner (if applicable).

## 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 3.
- c) Students who have been charged 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 determined by the Senate through the Committee of Academic Misconduct. In exercising its power, the Committee of Academic Misconducts can make the following declaration:
  - 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: LIST OF ENGLISH-SPEAKING COUNTRIES

This list may be revised from time to time without prior notice: -

1.	Anguilla	35.	Mozambique
2.	Antigua and Barbuda	36.	Namibia
3.	Australia	37.	Nauru
4.	Bahamas, The	38.	New Zealand
5.	Bangladesh	39.	Nigeria
6.	Barbados	40.	Pakistan
7.	Belize	41.	Papua New Guinea
8.	Bermuda	42.	Philippine
9.	Botswana	43.	Puerto Rico
10.	Brunei Darussalam	44.	Rwanda
11.	Cameroon	45.	Saint Lucia
12.	Canada	46.	Samoa
13.	Cayman Islands	47.	Seychelles
14.	Cyprus	48.	Sierra Leone
15.	Dominica	49.	Singapore
16.	Fiji	50.	Solomon Islands
17.	Gambia, The	51.	South Africa
18.	Ghana	52.	Sri Lanka
19.	Gibraltar	53.	St Kitts and Nevis
20.	Grenada	54.	St Vincent and The Grenadines
21.	Guyana	55.	Sudan
22.	India	56.	Swaziland
23.	Ireland	57.	The British Virgin Islands
24.	Jamaica	58.	Tonga
25.	Kenya	59.	Trinidad and Tobago
26.	Kiribati	60.	Turks and Caicos
27.	Lesotho	61.	Tuvalu
28.	Liberia	62.	Uganda
29.	Malawi	63.	United Kingdom
30.	Malaysia	64.	United Republic of Tanzania
31.	Maldives	65.	United State of America
32.	Malta	66.	Vanuatu
33.	Mauritius	67.	Zambia
34.	Montserrat		

APPENDIX 2: DESCRIPTION OF GRADES AND ACRONYMS

Grade	Description
A / A-	<b>Excellent</b>
B+ / B	<b>Good</b>
B-	<b>Satisfactory</b>
C+	<b>Pass</b>
C / C- / D / F	<b>Fail</b>

Acronym	Description
AU ( <i>Audit</i> )	<b>Audit.</b> 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 ( <i>Kursus Elektif</i> )	<b>Elective courses</b> for the programme.
GK ( <i>Gantung Keputusan</i> )	<b>Suspension of result.</b> 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 ( <i>Gugur Nama</i> )	<b>Name dropped.</b> This alphabet acronym shows the status of the student for the semester whose name has been dropped.
GP ( <i>Gantung Pengajian</i> )	<b>Suspension of study.</b> 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.

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<b>Acronym</b>	<b>Description</b>
KP (Kes Perubatan)	<b>Medical case.</b> This alphabet acronym shows that the student deferred the study due to medical reason.
ULR (Ulang Resit)	<b>Resit Examination.</b> This alphabet acronym is given for retake examination of courses taken by students in the current semester.
ULF (Ulang Kursus Gagal)	<b>Repeat Failed Course.</b> This alphabet acronym is given for courses repeated by students for the purpose of meeting the requirements for graduation.
ULK (Peperiksaan Ulangan Khas)	<b>Special re-examination.</b> This alphabet acronym is given for re-examination of courses taken by the final semester students.
PG (Peperiksaan Gantian)	<b>Replacement Examination.</b> For students who are unable to sit for final examinations due to health problems or any other reason approved by the faculty.
TL (Tidak Lengkap)	<b>Incomplete.</b> 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 periodis over.
ULT (Ulang Kursus Tingkat Gred)	<b>Repeat Course to Improve Grade.</b> This alphabet acronym is given to courses repeated by students for the purpose of improving the grade obtained.
YW (Kursus Wajib)	<b>Compulsory or core courses</b> for the programme.

(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 Faculty, 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 Faculty, 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 —
  - (a) 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
  - (b) 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 Faculty, 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.
- (2) For the purposes of this rule, plagiarism includes —
  - (a) 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
  - (b) 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.
- (3) Without prejudice to the generality of subrule (2), a student plagiarise when he —
  - (a) 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;

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- (b) 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;
- (c) 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;
- (d) 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;
- (e) 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;
- (f) 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;
- (g) 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
- (h) 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 Faculty, 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 Faculty, Centre, Academy or Institute, as the case may be, with regard to his absence.

### **Conduct During Examination**

8. No student shall —

- (a) take any book, paper, document, picture, mobile phone or other things into or out of an examination room unless permitted by the invigilator, or receive any book, paper, document, picture, mobile phone or other things from any other person while he is in the examination room, notwithstanding subrule (1), a student may

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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;

- (b) 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;
- (c) communicate with any other student or person during an examination by whatever means; or
- (d) 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.



UNIVERSITI MALAYSIA TERENGGANU

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