UCYP UNIVERSITY
DU065(C)

POSTGRADUATE PROGRAMME HANDBOOK

POSTGRADUATE PROGRAMME HANDBOOK

This handbook contains the rules and regulations of postgraduate studies at UCYP University

All postgraduate candidates should comply with these rules and regulations.

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

Edition IIV

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SECTION A
GENERAL INFORMATION

1.0 INTRODUCTION

This handbook provides essential information to postgraduate candidates. The University reserves the right to revise / amend the rules / regulations / procedures. All candidates should familiarize themselves with the rules and regulations stated in this handbook; so, to avoid any non-compliance that may lead to disciplinary action and may disrupt candidates' studies.

2.0 DEFINITION OF TERMS

a) **"FD"** means students who failed and are dismissed from the study.

b) **"Grade"** means a value of the examination score obtained in the form of an alphabet.

c) **"Withdrawal"** means the student's name will automatically be withdrawn from the University register for failing to register for the course within the specified period.

d) **"Lecture"** means a formal meeting set for a course which includes instruction in classrooms, laboratories, field work and other teaching and learning activities within a prescribed time frame.

e) **"Elective Course (EC)"** means an optional course to support students' interest and strength within the standard of program.

f) **"University Core Course (UC)"** means a compulsory course set by the University to all students.

g) **"Program Core Course (PC)"** means a compulsory course which is offered based on respective program's requirements.

h) **"Equivalent Course"** means a course recognized as equivalent to the status of another course.

i) **"Week"** refers to the academic week based on the current working days in Pahang.

j) **"Course Registration"** means a list of registered courses which students may add/drop within a stipulated period.

k) **"Course Exemption"** means an exception granted to students on an equivalent course taken, and subject to the approval of the offering faculty.

l) **"Examiner"** refers to personnel who handle the preparation of examination papers and answer schemes, decides on the assessment methods, marks answer scripts or evaluate

students' performance for each course assigned. **"Examiner"** also refers to a person who evaluates and assesses a student's thesis or dissertation to ensure it meets academic standards, is well-researched, and contributes to the field of study. They provide feedback, may conduct an oral defense, and help determine whether the thesis is accepted, needs revisions, or is rejected.

m) **"Examination"** means all aspects of assessment like tests, tasks, quizzes, practical, field work and others assigned by the examiner.

n) **"Faculty"** refers to faculty/academic centers established by the university which offer a program of study.

o) **"Final Examination"** means written assessment that is held after Week 14 in a particular semester.

p) **"Grade Point Average (GPA)"** means the average grade value obtained from the number of grade points divided by the total number of credit units taken for a semester.

q) **"Cumulative Grade Point Average (CGPA)"** means the average grade value obtained from the number of accumulated value points divided by the total credit units accumulated for all the semesters.

r) **"Senate**" refers to the highest academic body of UCYP University responsible for monitoring and providing the general direction for instruction, research, examinations and the conferral of degrees, diplomas, certificates, and other academic distinctions.

s) **"University"** refers to the UCYP University

3.0 MEDIUM OF INSTRUCTION FOR TEACHING AND LEARNING

a) Malay Language and/or English Language are the medium of instruction for teaching and learning.

b) Programs related to conditions set by the professional body may be conducted fully in English.

c) Foreign language courses are conducted in the respective foreign languages.

4.0 CREDIT AND CGPA

PROGRAM	Research	Mix Mode	Coursework
CREDIT	-	40	40
RESULT/CGPA	MM/TM	3.0	3.0

Table 1.1: Credit and CGPA of Postgraduate Program

4.1 Doctorate and Master's Program by Research

A candidate must register and pass all prescribed courses. The thesis should be carried out under the supervision of the supervisor appointed by the faculty member.

4.2 Doctor of Professional Practice

A candidate must register and fulfil all prescribed coursework and professional practice requirements. The programme integrates structured supervision with industry-based practice, where candidates undertake work-related research grounded in their professional setting. The final submission, in the form of a professional thesis, shall be completed under the supervision of the academic and industry appointed supervisors, demonstrating the integration of practical experience, applied research, and professional expertise.

4.3 Master's Program by Mixed Mode

A candidate must pass the must complete a total of 40 credits in a program. These credits are divided by courses and a dissertation. The dissertation carries a minimum of 20 credits. The minimum passing grade is CGPA 3.0.

4.4 Master's Program by Coursework

A candidate must register and pass a prescribed number of courses taught. In addition, he/she must complete a project under the supervision of academic staff and submit a project for the fulfillment of the graduation requirements. The student must obtain a final academic grade with CGPA minimum 3.0.

5.0 ENTRY REQUIREMENTS

5.1 Malaysian Students

a) Applicant to a Master's program must possess a bachelor's degree in a relevant field of study from a university that is recognized by the University Senate and the Malaysian government. Certain programs may have other specific requirements such as submission of a portfolio, an interview, etc.

b) Applicant to a Doctorate program must possess a master's degree in a relevant field of study from a university that is recognized by the University Senate and the Malaysian government. Certain programs may have other specific requirements such as submission of a portfolio, an interview, etc.

c) An applicant with a bachelor's degree can appeal to the University for admission to a doctorate program, with the fulfillment of the following criteria:

i. Graduated with a first-class degree or equivalent; or

ii. Obtained CGPA at least 3.67 or equivalent with academic program or Technical and Vocational Education and Training (TVET) program and

iii. Pass internal evaluation by the university, and

iv. Enroll as candidacy Level 8 MQF doctorate program.

5.2 International Students

Any foreign candidate applying for admission must comply with additional requirements of MQA Program Standard.

6.0 ADMISSION APPEAL

An applicant who does not meet the admission requirements of a program may appeal to the University Senate. This appeal shall be supported with relevant academic and professional potential evidence.

7.0 DEGREE AWARDING CRITERIA FOR PROGRAM BY RESEARCH (FULL TIME AND PART TIME MODE)

Degrees are awarded based on the program requirement.

7.1 Doctorate Program by Research

Candidates must fulfill the following within the duration of studies:

a) Pass the compulsory postgraduate modules.

b) Pass all assessments stated below:

i. Proposal Defense

ii. Viva Voce

iii. Thesis

iv. Publication requirements

7.2 Publication Requirements

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

a) Doctorate program: At least one (1) full length article, accepted or published in journals indexed by SCOPUS / ERA / WOS or at least two (2) full length articles, accepted or published any my Journal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) index.

b) Professional Practice program: At least one (1) full length article, accepted or published in indexed journal.

c) Master's program by research: At least one (1) full length articles, accepted or published in any my Journal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) index.

d) Authorship: In any accepted publications, the candidate is the first author while the main supervisor is the correspondence author.

e) Plagiarism refers to the journal requirement.

f) Publications: The title must be related and conformed to candidate's thesis.

g) Affiliation: Accepted publications must carry UCYP University affiliation.

8.0 PROGRAM REGISTRATION

a) Candidates must register online within the stipulated dates stated in the offer letter for the admission to UCYP University.

b) All related documents must be uploaded to the system.

c) Postponement of registration is allowed for genuine cases. Official requests can be submitted to Faculty for consideration. Upon approval, a new offer letter or a letter of extension offer will be issued. If it is not approved, candidates can re-apply for the same program without any penalty.

d) Any registered student, either on a full-time or part-time basis, is not allowed to register for another degree with any other University either local or abroad.

e) Every registered student will be given an official email address that serves as a single unique ID for all UCYP University applications.

9.0 FEES

All registered students of the UCYP University are required to pay the fees for each semester. Tuition fee for a program by research may vary depending on the field of study.

9.1 Non-Recurring Fees (payable once)

a) Registration Fee

b) Thesis Fee (for research mode student)

c) Convocation Fee

9.2 Recurring Fees (payable every semester)

a) Tuition Fee

9.3 Payment Modes

a) Online payment is most preferred.

b) Payment by credit / debit card at UCYP University Finance Collection counter.

c) Cash payment at the counter of any CIMB branch (payment slip is to be presented to the UCYP University Finance Collection counter for confirmation)

9.4 International Students

a) Fees are to be paid in Malaysia Ringgit (MYR) although fees advertised in US Dollar (USD). The amount to be paid will be charged based on current exchange rate.

10.0 DURATION OF CANDIDATURE

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

PROGRAMS	FULL – TIME		PART-TIME	
	Minimum semester	Maximum semester	Minimum semester	Maximum semester
Doctor of Philosophy (Research)	6	12	8	16
Doctor of Professional Program	6	12	8	16
Master (Research)	4	6	6	10
Master (Mixed mode)	2	4	4	8
Master (Coursework)	2	6	4	8
Master Program (ODL)	2	12	4	14

Table 1.2: Duration of Candidature

If a student requires change of mode of studies or a deferral in studies due to valid reasons, a formal application should be submitted to the Dean of Faculty with approval by the Postgraduate Committee (PGC).

11.0 REGISTRATION RENEWAL AND COURSE(S) REGISTRATION

It is the responsibility of a student to renew registration every semester and pay the registration and tuition fees within the registration renewal period. The registration renewal and course registration will be announced via Student Portal before the commencement of the new semester. Students are advised to check the Student Portal regularly for information updates prior to the registration renewal period.

11.1 Registration Renewal

It is compulsory to complete the registration via the University Online Student Portal (http://ucyp.edu.my) within the stipulated time. Penalty will be imposed on late

registration.

11.2 Course Registration

Active students, either full-time or part-time, must register for at least one (1) course in a semester.

11.3 Submission of Progress Report (Research Mode)

Students must submit 'Progress Report' by login to the Student Portal and click **'Progress Report'.** Ensure that the report is completed in sections for both students and the main supervisor. Failure to submit will cause the student a non-satisfactory status (TM).

11.4 Payment of Tuition Fees

a) Registration renewal is considered complete upon tuition fee payment.
   i. Payment must be made within the stipulated period to avoid the late registration penalty.
   ii. Proof of payment/scholarship letter must be sent to the UCYP University's Finance Department within the renewal period of every semester.
   iii. Students who have renewed the registration via online but did not complete the payment within the stipulated period will be considered as late registration, and as such, liable for the late registration penalty of RM200.

b) Students who fail to renew the registration within the stipulated period (without valid reasons) will be terminated from their studies.

12.0 PRE-REQUISITE COURSE(S) REGISTRATION

Registration of all pre-requisite courses (if applicable) must be done before admission. Students must fulfill the pre-requisite requirements set by the faculty. Students will be given verification letters from the Faculty (Refer to the Program Standard).

13.0 ADD/DROP OF COURSE(S)

13.1 Drop of Course(s)

a) Students are allowed to drop course(s) in a semester.

b) Final course registration list can be checked at UCYP University Student Portal.

14.0 POSTPONEMENT OF STUDIES / DEFERRAL

Postponement application should be done through the Student Portal.

14.1 Maximum duration for postponement of studies:

a) Full-time Students: **Maximum TWO (2) semesters** throughout the entire duration of the candidature period.

b) Part-time Students: **Maximum FOUR (4) semesters** throughout the entire duration of the candidature period.

15.0 CONVERSION OF STATUS / CHANGE OF MODE OF STUDY

Students may request a change in their enrolment status, either from full-time to part-time or from part-time to full-time.

a) A written formal application must be submitted to the Faculty.

b) Status conversion is permitted a maximum of two times throughout the duration of a student's candidature."

16.0 EXTENSION OF CANDIDATURE

Applications for candidature extension must be submitted at least one semester before the expiry date of the student's candidature.

a) The maximum period of extension permitted is limited to two (2) semesters.

17.0 WITHDRAWAL FROM THE PROGRAMME

Withdrawal applications should be applied through the Student Portal.

18.0 TERMINATION OF CANDIDATURE

The University reserves the right to terminate a student's candidature due to:

a) Failure to renew the registration for a new semester.

b) Unsatisfactory (TM) academic performance in Progress Report two (2) times consecutively (Research mode).

c) Failure to pay the tuition fees.

d) Other disciplinary cases that have been brought to the senate for approval.

19.0 REACTIVATION OF CANDIDATURE

a) Reactivation for research mode students whose candidature has been terminated due to exceeding the maximum period will only be considered if they submit all required documents.

b) The reactivation of the candidature is subject to the decision of the Senate.

20.0 ACADEMIC LOAD

20.1 Change of Supervisors

Students are allowed to apply for a change of supervisor only once during the period of candidature.

a) A student must specify his/her intention to apply for a change of supervisor.

b) Permission to change supervisors must be approved by the current supervisor before it is submitted to the School/Faculty.

c) Change of supervisor should be permitted based on the reason accepted and endorsed by the Postgraduate Committee (PGC).

20.2 Change of Research Title and Fields within the Same Program.

Permission to change a title or field of research must be approved by the supervisor.

a) A student must specify his/her intention to apply for a change area of study or change of title.

b) The form must be submitted to the supervisor for approval before it is submitted to the relevant School/Faculty for approval.

20.3 Progress Report

Progress report contains details of student's research progress. Students must submit progress reports to the School/Faculty via Student Portal each semester.

a) Students must register for progress reports throughout their candidature period until the submission of the draft thesis for viva voce.

b) Students who have submitted draft thesis for viva voce are not required to register for progress report.

c) The progress report will be graded as Satisfactory (MM) or Unsatisfactory (TM) as shown in table below

MARKS	GRADE
41-100	MM
0 - 40	TM

Table 1.3: Performance Indicator

d) The candidature of students who gain TM for two consecutive semesters will be terminated.

20.4 Proposal Defense Presentation / 1st Level Assessment

A student is recommended to undergo proposal defense at a certain duration, as mentioned in Table 1.2:

PROGRAMS	FULL TIME	PART TIME
PhD	Minimum: Semester 2 Maximum: Semester 4	Minimum: Semester 3 Maximum: Semester 5
Master	Minimum: Semester 2 Maximum: Semester 3	Minimum: Semester 3 Maximum: Semester 4

Table 1.4: Level of Assessments

a) Students are required to submit three (3) copies of a proposal and one (1) application form verified by the supervisor to the School/Faculty.

b) A student is given up to 4 levels of result

i. Scale 1 - Proposal accepted without corrections.

ii. Scale 2 - Proposal accepted with minor corrections.

iii. Scale 3 - Proposal accepted with minor corrections.

iv. Scale 4 - Proposal accepted with major corrections.

v. Scale 5 – Re – examination.

c) After the Proposal Defense session, students must submit the List of Corrections and one copy of the corrected proposal verified by the supervisors and/or examiners to School/Faculty.

d) The Panel of Examiners consists of the following:
   i. A Chairman appointed by the School/Faculty and
   ii. Two (2) examiners appointed by the School/Faculty
e) The result of the Proposal Defense will be endorsed in the Postgraduate Committee (PGC).

21.0 PREPARATION, SUBMISSION AND EXAMINATION OF THESIS

a) UCYP University upholds a policy that all higher degree students must be trained to practice the highest standards of intellectual honesty and integrity (25% similarity and below). This requires that any ideas or data derived from other researchers be properly acknowledged in the thesis through appropriate citations and complete references. Failure to do so constitutes plagiarism.
b) This guideline is owned by Postgraduate School (PGS) intended to facilitate the processes involved in the submission of the thesis/ dissertation and students should refer to Postgraduate Thesis Guidelines.

21.1 Notice of Thesis Submission

a) The Notice of Thesis Submission (NOS) is an official notification submitted by a postgraduate research student to the University to declare their intention to submit the thesis for examination. It serves as a formal precursor to the actual thesis submission process.
b) Research mode students are required to submit three (3) copies of the draft thesis within six (6) months after submitting the Notice of Thesis Submission form.

21.2 Viva Voce for Doctorate, Professional Practice and Master Program by Research

a) The purpose of viva-voce is to demonstrate the originality of a student's work and to ensure understanding of the research and ability to defend the research / thesis. The student must answer question(s) in such a way as to demonstrate sufficient knowledge of the subject to pass the viva voce.
b) Students are required to attend a viva-voce to defend the research and duration of the viva-voce may vary between one to two hours. On the day of the viva-

voce, students must make sure that they are present at the venue at least 30 minutes before the event.

Scales	Results	Description	Maximum correction submission	Responsibilities
Scale 1	Pass Without Correction	The student has passed the viva voce for the Masters/Doctoral Degree without any correction. The final thesis must be verified by the main supervisor and submitted within ONE (1) month from the date of viva voce.	One (1) month	Supervisor
Scale 2	Pass With Minor Correction	The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Assessment Form. The amendment must be verified by the internal examiner and submitted within THREE (3) months from the date of viva voce.	Three (3) months	Supervisor and Internal Examiners
Scale 3	Pass With Minor Correction	The student has passed the viva voce for the Masters/Doctoral Degree and subjected to minimal corrections to the thesis as detailed in the Assessment Form. The amendment must be verified by the internal examiner and submitted within SIX (6) months from the date of viva voce.	Six (6) months	Supervisor and Internal Examiners

Scale 4	Pass With Major Correction	The student has passed the viva voce for the Masters/Doctoral Degree and subjected to major corrections to the thesis as detailed in the Assessment Form. The amendment must be verified by the internal and/or external examiner and submitted within 12 (TWELVE) months from the date of viva voce.	Twelve (12) months	Supervisor, Internal Examiner and External Examiner
Scale 5	Re-examination	The student has to re-submit the thesis for re-examination and be subjected to major corrections to the thesis as detailed in the Assessment Form and minute of viva voce within SIX (6) months.	Six (6) months	-

Table 1.5: Viva-Voce Result

21.3 Post Viva-Voce

a) Students shall be given the results of the viva-voce and reports for making the necessary corrections and improvements from the viva-voce Secretariat within two (2) weeks from the date of viva voce.

b) Students will be given a specific period to correct and complete the thesis before submitting the final one (1) hard bound copy to PGS.

c) In any case, if a student is required by the viva-voce panel to resubmit the thesis for re- examination, student must complete re-submission of Thesis form. This document is then submitted together with the three (3) copies of the thesis to School/Faculty.

21.4 Submission of Final Copy of Thesis

When all corrections have been made and incorporated into the thesis, a student is required to complete the Submission of Final Copy of Thesis form.

a) The final content of the thesis must be submitted softcopy and hardbound to PGS.

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

a) The intellectual property and research outputs arising from the thesis shall be the property of UCYP University. As a condition for the award of the degree, students acknowledge that the University holds the rights to retain, reproduce, publish, display, and distribute the thesis for academic, research, archival, and promotional purposes. Any further use, publication, commercialization, or development of work derived from the thesis by the student must obtain prior written permission from UCYP University.

21.6 Statement of Declaration

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

21.7 Research Project for Coursework/Mixed Mode

a) The research project for master's program introduces students to research and provides an opportunity to conduct in depth research in specific areas of concentration. This research project component is partial fulfilment of the master's program requirements where students are required to complete and pass the research project before the degree can be awarded.

22.0 EXAMINATION

Examinations are conducted at the end of each semester. It is the responsibility of the student to comply with and to be present at the examination hall during the stipulated time, date and place of the examination. Examination slip is required for admission into the Examination Hall and can be generated through UCYP University system. The examination process is based on the principles of continuous assessment that comprises the coursework and the written examination components. The coursework component can be based on participation in tutorials, tests, essays, project work, studio work, fieldwork, etc.

22.1 Qualification to Sit for Final Examination and Attendance

a) Students are eligible to sit for examinations for all courses they have registered unless they have failed to meet the attendance requirement of the courses. The minimum attendance for each course is 80% of the total contact hours of the course. The monitoring and recording of attendance of each student in class is the responsibility of the lecturers.

b) Students who fail to meet the 80% attendance requirement
   i. will be barred from sitting the final examination
   ii. are not eligible for the final assessment (for courses with no final exam)
   iii. the continuous assessment marks are not to be used to determine the Grade and an "F" Grade will be given.

c) For ODL, students must achieve at least 80% course progress. Students who fail to fulfill this requirement will be graded as "F"

d) If a student is unable to take an examination, the student is required to immediately notify the Examination Unit in writing and attach evidence (if any) to accompany the notification.

22.2 Examination Rules and Regulations

a) It is compulsory for all registered students to sit any required examinations for each course.

b) Students must fulfil the 80% attendance requirement' otherwise they may be excluded from the examination.

c) UCYP University allows deferment of the examination for a student who is ill

and can produce a medical certificate from a qualified Medical Doctor. The Assistant Registrar must be notified within 24 hours of the start of the examination, and a medical certificate must be provided.

d) Students are required to be present outside of the examination hall a minimum of 30 minutes before the examination is scheduled to begin.

e) Students are to wait outside of the examination hall until the invigilator gives permission to enter the examination hall in an orderly manner through the designated door.

f) Students will not be allowed to enter the examination hall if 30 minutes have elapsed after the start of the examination.

g) Students who are late by not more than 30 minutes are allowed to sit for the examination but will be required to complete the examination at the originally scheduled finish time.

h) All students are required to bring along their examination slips and their student I/D cards into the examination hall, place them on the right-hand side of their tables for checking by the Chief Invigilator.

i) Students who do not have examination slips are not permitted to sit the examination unless given permission by the chief invigilator.

j) Students are not allowed to bring into the examination hall any book, papers, notes, pictures, any material containing notes, programmable calculator, or materials, except with permission of the invigilator, or allowed by the rules stated on their exam paper.

k) All mobile devices must be switched off and handed to the invigilator responsible for entering the examination room.

l) Disciplinary action will be taken against students who do not abide by the above rules.

22.3 Examination Schedule/Timetable

The Examination Unit will issue the schedule for examination indicating the place and time for the examination. The authority to cancel or postpone the examination is vested with the Registrar.

22.4 Assessment/Examination Results

a) The continuous assessment marks are to be revealed to the Student by the Examination Unit before the final examination week. The student is responsible to notify the respective lecturer of any discrepancies in marks within three (3) days of their release, otherwise, the marks are valid.

b) The examination results shall be officially announced by the Examination Unit upon approval and endorsement by the Senate.

c) Students may appeal to review the result of any course using the appropriate form within one (1) week upon release of the result.

d) The results of any Student with an outstanding payment to the University will be withheld. Results will be released once the payment has been made.

e) The final examination script shall remain confidential.

22.5Special Examination

a) Students who are unable to take the final examination due to medical reasons or reasonable causes may, with approval, take a special examination at a designated time.

b) The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.

c) Except in unusual circumstances approved by the Senate, notification by the student received more than one (1) week after the date of the last examination will not be considered by the University.

22.6 Examination Grading

a) The Cumulative Grade Point Average (CGPA) based on the following scale:

GRADES	MARKS	GRADE VALUE	NOTES
A+	90 – 100	4.00	Distinction
A	80 – 89	4.00	
A-	75 – 79	3.67	Good
B+	70 – 74	3.33	
B	65 – 69	3.00	Pass

B-	60 – 64	2.67	
C+	55 – 59	2.33	
C	50 – 54	2.00	Fail
C-	47 – 49	1.67	
D+	44 – 46	1.33	
D	40 – 43	1.00	
E	30 – 39	0.67	
F	0 – 29	0.00	

Table 1.6: Cumulative Grade Point Average (CGPA) for Coursework Master's Degree.

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

GRADES / STATUS	EXPLANATION
DP	Withdrawal with special permission.
*(F)	Pass on Re-sit (*will be replaced by grade scored).
F(F)	Fail on Re-sit
CE	Credit Exemption
CT	Credit Transfer
NYS	Not Yet Studied
I	Incomplete
Pass/Fail/Grade	Practical/Industrial Training/English Placement Test
IP (In Progress)	i. A notation of in-progress (IP) shall be given to students who did not complete their project papers or internship within the semester and will be charged RM 150.00.

	ii. Students can only extend another ONE (1) semester to complete the course, failing which the grade 'IP' will be converted, to an 'F'.

Table 1.7: Explanation of Grades and Status

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

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

Total Quality Point Equivalent = Σ (Quality Point Equivalent earned x Credits taken)

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

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

22.7 Appeal on Examination Results

a) Students who wish to appeal against the results of the final examination must fill in the appropriate application form and submit it to the faculty within two (2) weeks after the examination results have been announced. Any appeal received after the stipulated period will not be considered.

b) The appeal must be accompanied by a fee of RM50.00 (Ringgit Malaysia: Fifty Only).

c) The Dean of the respective Faculty shall form a committee for reviewing the exam paper and the student's answer script, and to recalculate the marks. The re-examination is to determine the technical mistakes that exist in terms of

addition of marks, or any part of the answer not being marked, or marks being given wrongly for any part of the answer.

d) The grade awarded by the committee, after being endorsed by the University Senate, shall be conveyed to the student, and recorded in the student's record/transcript. The decision is final, and no further appeal will be allowed. The appeal is allowed only once in the duration of study.

22.8 Course Grade Review

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

   i. The appeal must be submitted to the Academic Management Centre for review within one (1) week after the release of the result.

   ii. A fee of RM50.00 (Ringgit Malaysia: Fifty Only) for each course is submitted with the application of the appeal.

   iii. Appeal forms must be submitted to the Academic Management Centre. The appeal will then be considered by the Appeal Committee for Reviewing Course Grades at the faculty concerned.

22.9 Appeal Committee for Reviewing Course Grades

Appeal Committee for Reviewing Course Grades at Faculty's level shall consist of:

   i. Chairman: Dean (Student's faculty)

   ii. Member: Head of School and/or Program (Student's faculty)

   iii. Member: Head of School and/or Program (Faculty that offers the course)

   iv. Secretary: Administrative Officer of the faculty concerned.

a) This committee will review and make a final decision for every appeal made.

b) Each meeting must be attended by at least 3 members.

c) The committee has the right to request the relevant academic officer to attend the meeting.

d) The committee will also review application by lecturers for amendment of student's grade/mark.

e) The committee must report on the result of the appeal to the Academic Management Centre.

22.10 Examination Offences

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

22.11 Academic Status

a) Students' academic standing is determined by the results of the examinations and the student's academic performance for the particular semester, and the cumulative achievement for all semesters.

b) Students who obtain CGPA of at least 3.00 for the semester will be of Good Standing Status and can proceed to the next semester.

c) Students who obtain a CGPA of 2.67 to 2.99 in any semester are considered unsatisfactory and will be given a Probation 1 Status, but they will be allowed to repeat the course. If, in the following semester, the student's CGPA again falls below 3.00 (but > 2.67), s/he will be placed on Probation 2 Status.

d) Students with CGPA less than 2.67 in any semester will be dismissed from the Program.

e) Students whose CGPA remains below 3.00 for the third consecutive semester, s/he will be issued a letter of dismissal by the Registrar.

f) Students must obtain a minimum cumulative grade point average (CGPA) of 3.00 in order to successfully complete the program and qualify for graduation.

22.12 Repeating Course

Students who fail any course prescribed in the program structure must repeat the course until they obtain a pass grade.

23.0 GOOD ACADEMIC PRACTICE

23.1 Academic Integrity

All parties shall help the University to prevent any misconduct which comprises

misattribution of data, stealing of ideas or direct plagiarism, deliberate interference and failure to act with integrity in the creation, development, application and use of knowledge, ideas and information in relation to the work of others.

23.2 Intellectual Property (IP)

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

23.3 Levels of Plagiarism

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

a) The acceptable plagiarism rate for research submission is 25% and below. A complaint on plagiarism shall be investigated from all perspectives including the following elements:

   i. Degrees of similarity as determined by the detection tool
   ii. Levels of plagiarism [qualitative/descriptive]
   iii. The significance of plagiarism
   iv. The person's intention and/or motivation
   v. Stage/level of the academic program
   vi. Number of previous offences
   vii. The person's academic/education background within the relevant discipline
   viii. The impact of a particular outcome on a person's progression
   ix. Information provided to the person about academic integrity

b) The University reserves the right to take one or more action in the event depend on the levels of plagiarism defined as below:

   i. **Level One**

   The extent of plagiarism at this level includes but is not limited to inadequate or misleading quoting, referencing or paraphrasing. Rather than intention to deceive, it is determined that plagiarism at this level would

have arisen from limited knowledge about plagiarism, conform to academic honesty and integrity, or from carelessness or neglect. At this level, plagiarism does not amount to academic misconduct. If the degree of plagiarism falls within Level One, repeat offenders will be reclassified as Level Two or Level Three offenders.

ii. **Level Two**

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

iii. **Level Three**

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

iv. **Level Four**

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

c) A student shall not plagiarize any idea, writing, data or invention belonging to another. Plagiarism includes the following:

i. The act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation.

ii. An attempt to make out or act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has been taken from some other source.

iii. Without prejudice to the generality sub rule of plagiarism, a student plagiarizes when he/she publishes, with himself/herself as the author, an abstract article, scientific or academic paper or book which is wholly or partly written by some other person. Incorporates him/her or allows him/her to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he/she has not at all made any written contribution to the abstract, article, scientific or academic paper, or book.

iv. Forces another person to include 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.

v. 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.

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

vii. 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 directly or indirectly that he/she is the creator of that idea or creation.

viii. 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 his/her own writing or creation.

ix. Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he/she is the creator of those ideas.

d) Students are not allowed to commit any of the following academic violations:

i. Plagiarism, i.e. copying, or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work.

ii. Referring to or using any reference materials that are not permissible inside or outside of the examination room while the examination is in progress.

iii. Giving or receiving any assistance from other students during the examination.

iv. Taking, changing, hiding, damaging, or destroying any property related to the preparation or completion of the examination. Disciplinary action will be taken against students who violate the above rules as prescribed by the disciplinary procedure of the University.

24.0 PENALTY

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

a) Awarding zero (0) marks to the examination of the particular module or zero (0) marks to the examination of the particular module including the marks for continuous assessment.

b) Suspending the student for an appropriate period of time.

c) Invalidating the results of examinations for all the modules for the semester.

d) Invalidating the whole examination results and expelling the student from the University.

25.0 GRADUATION REQUIREMENTS FOR PHD & MASTERS

25.1 Awarding a Degree by Research Mode

Students must comply with the following graduation requirements:

a) Adherence to all Rules and Regulations of the graduate degree program.

b) Passed the requirements of the proposal defense.

c) Present in the colloquium/seminar as per program requirements.

d) Fulfill the minimum duration of candidature.

e) Fulfill the requirement to attend the pre-requisite courses (if any) as determined by the Faculty.

f) Passed the Pre-Viva.

g) Passed the Viva- Voce.

h) Settle all outstanding fees (if any).

i) Fulfilled the publication requirements as below:

i. For PhD candidate, at least one (1) full length article, accepted or published in journals indexed by ISI / SCOPUS / ERA or at least two (2) full length articles, accepted or published in any categories listed below: -

- International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) or conference proceeding index.

ii. For Professional Practice program candidate, at least one (1) full length article, accepted or published in indexed journal.

iii. For Master candidate, at least one (1) full length articles, accepted or published in any categories listed below: -

- International Journals or Journals by the University or listed in my Jurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Centre) or conference proceeding index.

iv. Authorship: Publications accepted must be published with the supervisor(s). The student must be the first student author. To fulfill the graduation requirement, the publication is only counted for the first author.

v. Plagiarism: Plagiarized articles will not be accepted for graduation requirements.

vi. Topic of publications: Publications accepted must be related and conform to the candidate's current research in his/her thesis/dissertation.

vii. Affiliation: Publications accepted must carry UCYP affiliation.

viii. Submit the thesis hardbound to the faculty.

25.2 Awarding a Degree by Mixed Mode or Coursework

Students must fulfil the following general requirements:

a) Follow and pass the examination for all courses required by the Program and obtain a CGPA of at least 3.00.
b) Sit for any other examination as required by the Program.
c) Pass dissertation/research project.
d) Fulfill the duration of candidature.
e) Fulfill all requirements of the University Act and other related acts.
f) Settle all debts and dues owed to the University.
g) Submit the thesis hardbound to the faculty.

25.3 Completion of Study Letter

Request for a completion of study letter can be made to the FACULTY; however, the issuance of this letter shall be made after examination results endorsement by University Senate.

25.4 Convocation

Information on convocation and attendance verification can be accessed at the Convocation Portal (http://konvo.ucyp.edu.my).

25.5 Transcripts Issuing

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

26.0 POWERS OF SENATE

The Senate has the right to change any provision of the rules from time to time.

SECTION B

RESEARCH – DISSERTATION AND THESIS

1.0 SUPERVISION

In principle, supervision should comprise of one Main Supervisor, and/or one Co Supervisor, and/or one Field Supervisor. The appointment of a supervisor for Doctoral and Master Degree by Research must meet the following criteria:

i. The main supervisor must have a minimum qualification of the equivalent degree level enrolled by the student and at least two (2) years of working experience in teaching and research or as a co-supervisor who has graduated a master's student.

ii. The main supervisor without the required experience in (i). above, must appoint a co-supervisor who has graduated as a research student.

iii. Newly appointed supervisor is compulsory to attend the supervision training handled by UCYP University Human Resource Training Division.

iv. For students who choose to do research in critical and specific areas, the University may appoint a field supervisor from another university or industry with expertise in these fields to Supervise.

1.1 Main Supervisor, Co-Supervisor, Industrial Supervisor

i. The main supervisor, who is an academic member of the University, holds primary accountability for the student.

ii. The area of research and/or expertise of the main supervisor should be related to the field of research or scholarly work of the student. If the work transcends different disciplines, the supervisors should include experts in related fields.

iii. To nominate a main supervisor, consideration will be given to the number and progress of students currently being supervised by the academic staff, the experience, teaching or administrative commitments as well plans with respect to leaves.

iv. The main supervisor's tenure at the University should not be less than the minimum time allowed for the completion of the degree.

v. Should the case be that the main supervisor's tenure expires before the minimum period of study for the research degree, a co-Supervisor who possesses related experience or expertise in the field of research and, is an

academic staff under tenure will take up appointment before expiration of the main supervisor's tenure.

vi. A faculty may nominate a main supervisor and be endorsed by the PG Committee.

vii. The committee is responsible for the selection of the appropriate supervisor and/or the other supervisors using the funding, facilities, resources (laboratory/studio and space) and expertise to support the research, as criteria for decision.

viii. When there is only one supervisor, the supervisor must be a full-time staff of the University.

ix. When there is more than one supervisor, the main supervisor must be a full-time staff of the University.

x. The appointment of a supervisor shall consider the research skills and experiences which are consistent with the research of the student.

xi. Supervisors appointed shall not have a close family link to the student. Both appointed supervisors also must not have any family relationship with each other.

xii. Supervisors suggested by prospective students are given priority to supervise, except in cases where the faculty feels that other supervisors are more qualified to supervise.

xiii. Appointment of an external party (either academic or non-academic) as field-supervisors can be considered if the external party is able to provide the necessary supervision.

xiv. Appointment of second supervisor among local academic staff is a must for the international student with the main supervisor is an expatriate with a contracted position.

xv. For academic staff who will be coming to the end of their services, the PG Committee should ensure that a replacement supervisor is appointed at least six (6) months prior to the end of the service date of the initial supervisor so that both can co-supervise without affecting the progress of the student's research.

xvi. In all cases of protracted absence of beyond 3 months, such as research/ sabbatical leave, unforeseen circumstances, where possible, the supervisor will

be expected to maintain the continuity of supervision. If this is not possible, the Faculty/School must plan to put in place other suitable arrangements.

xvii. The Main Supervisor who retires from employment or whose status has changed to that of only an honorary member of the Faculty staff may continue to supervise subjected to the Faculty approvals. If the retiree is unable to continue or approval is not obtained from the Faculty, a new Main Supervisor needs to be appointed to take on the responsibilities upon the retirement of the existing Main Supervisor. The student should be consulted prior to the decision.

xviii. In cases where the main supervisor ceases to become an academic staff of the UCYP University for whatever reason, he/she may continue to be the main supervisor subjected to the faculty approvals.

xix. If the appointment of a new supervisor is required for some reason, the appointment shall be made according to merit, and this case is considered as a special case. This case cannot be referred to and be an example or a precedent for a case to come.

xx. In the event of problems of supervision between the supervisor and student, the faculty should address this problem. If the problem cannot be resolved, the matter may be submitted to the Faculty's Dean for further action.

xxi. The recommended ratio for students to obtain quality supervision is as follows:

- Professor = 1:10
- Assoc. Prof = 1:7
- Senior Lecturer = 1:5

xxii. The Faculty may approve a higher maximum number of students provided that the supervisor has shown excellent supervision performance.

xxiii. Newly appointed supervisor is compulsory to attend the supervision training handled by UCYP Human Resource Training Division.

xxiv. Student-supervisor relationships are to be professional and free from exploitation and conflict of interest. Relationships that are not at arm's length (e.g., current or past emotional, romantic, sexual, or family ties) are unacceptable between the student and the supervisor or between the student and any member of the supervisory committee. If conflict of interest arises, the individuals involved must immediately bring the matter to the attention of the

Faculty and FACULTYC for appropriate actions to be taken.

2.0 ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

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

2.1 General Responsibilities

a) The Main Supervisor

i. Facilitates appropriate access to the other supervisors (if any) and any other relevant member of staff deemed necessary for successful completion of the study.

ii. Ensures the student participates in programs conducted by the Faculty or University to implement the Code of Practice for Postgraduate Students and regulations.

iii. Ensures adequate resources and equipment for the student for research purposes are available at the Faculty/School and facilitate access to other facilities as required.

iv. Advises/suggests to the Faculty/School, qualified examiners for his/her student's thesis.

v. Ensure that the co-supervisors are actively involved in the supervision process so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the main supervisor is unavailable.

vi. The supervisor should create a conducive learning environment that protects the student's individuality, safety, and sense of comfort and belonging.

b) The Co-Supervisor

i. Taking over temporarily the role of the main supervisor should the latter be absent for an extended period or is found to suffer from a long-term health problem or pass away. The co-supervisor should also step in should the relationship between the main supervisor and the student suffer a breakdown in the research process.

ii. Assist in finding a replacement for the main supervisor should any of the circumstances in (i) arise. It is not expected or required that the co-supervisor becomes the main supervisor unless the former is found to be suitable academically to replace the main supervisor.

iii. If the co-supervisor is from outside the University, approval of Faculty is needed.

c) The Industrial Supervisor

i. The Industrial Supervisor shall provide supervision and support services and ensure the availability of appropriate facilities or equipment to support the student's research development in alignment with industry needs and plans of Professional Practice program.

ii. Ensure that the implementation of the Professional Practice program research and study complies with the terms of the memorandum of understanding or agreement formalized by both parties.

iii. Monitor or supervise the Professional Practice program student jointly with the Academic Supervisor at the industry premises or at the designated research site, ensuring compliance with industry rules and regulations.

iv. Allocate appropriate time to enable the student to receive advice and guidance related to the research study.

v. Ensure that the research conducted by the student meets the doctoral (PhD) scholarly standards and contributes to the enhancement of industry capability and performance.

2.2 Guidance on Research

a) Makes clear to a student that the degree is awarded only for original work.

b) Gives guidelines with respect to the type of research that can be conducted, the quality and standard that should be achieved, the organization of research required, the research techniques and methods required, pertaining to health and safety (that would ensure students receive proper instructions and have access to appropriate training) and matters of ethics that may be necessary for the conduct of the research.

c) Vouches for the suitability and scope of research proposed for the degree

sought, considering the funding, availability of resources, the timeline set by the University for a student to complete and submit the thesis, and the student's prior academic experience and qualification, and research inclination.

d) Helps the student to draw up a plan for conducting research, direct his/her focus to the essential aspects of research, and achieve a positive development in research through proper scheduling of work right from the start of the research.

e) Advises the student on relevant literature, methodologies and policies of the University with respect to academic integrity and convention, for example, the issue of plagiarism.

f) Advice on ethical and safety implications of work and facilitates for approval of the relevant Ethics Committees, both at the University and external bodies.

g) Clarifies to the student at the outset all matters regarding the ownership of Intellectual Property Rights of the research.

2.3 Progress Review of Research

a) Provides specific advice and guidance to ensure acceptable progress at successive stages of the work for a timely completion.

b) Highlights any inadequacy of progress and unsatisfactory standard of work to the students and recommends necessary action to rectify these situations.

c) Supervisors are encouraged to record every meeting and discussion with the student about the study and research of the student by providing and updating the file on record of achievement and progress of research projects for each student.

d) Monitors and submits progress reports in a timely manner through the UCYP Academic Portal every semester. Supervision reports will be considered by the University in the review and evaluation of any examination of which the result has been challenged or disputed, should such a case arise.

2.4 The Roles of Supervisor in the Board of Examiners

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

b) The supervisor's attendance is compulsory as he/she plays the crucial role to list all the corrections needed to be made by the students in the List of Corrections form. These include the corrections during the viva voce session and the reports from the internal and external examiners.

c) The supervisor must hand over the corrections list to the Chairman during the discussion on the student's result before the end of the viva voce session.

d) The supervisor should help the students with the corrections to be made based on the comments raised by the Board of Examiners and continue to oversee the student in cases where the thesis is referred for further.

3.0 SUBMISSION OF THESIS AND EXAMINATION PROCESS

3.1 Ensures that the student submits Notice of Submission stating his/her intention to submit the thesis to the Faculty at least six months before he/she plans to submit the completed thesis for examination.

4.0 CHAIRMAN APPOINTMENT, ROLES AND RESPONSIBILITIES

4.1 A Chairman can be appointed from other faculty with the relevant field/qualification for both Master's and Doctoral degree.

4.2 Academic staff with an Associate Professor Title with a doctorate degree or professional qualification or equivalent, may be appointed as the Chairman for the Master's and Doctoral degree student.

4.3 The Chairman plays the role to conduct the viva voce process, and he/she will decide the result of the student.

4.4 Guidelines for Viva Voce Process

a) The Chairperson opens the Viva Voce session by soliciting general comments on the student and his/her thesis from all members of the panel.

b) The Chairperson allows the student to enter the Viva Voce/Examination room.

c) The Chairperson invites the student to do a brief presentation of the objectives and endings of his/her study. The student can do so with a Power Point/Multimedia presentation.

d) The Chairperson opens the session to the members of the panel, starting with the External Examiner (if present). If he/she is not invited, then his/her questions listed in the External Examiner's Report will be presented by the

Dean/Dean's Representative. Following this, the Internal Examiner(s) presents his/her (their) list of questions to the student.

e) During the question-and-answer session between the Examiners (External and Internal) and students:
   i. The student shall provide his/her best defense based on his/her writings in his/her thesis.
   ii. The Main Supervisor/Co-Supervisor cannot aid the student in answering the presented questions, except to clarify the meaning of the questions if the student failed to grasp them.
   iii. When the Chairperson is satisfied that all the questions presented by the examiners have been answered by the student, he/she must ask the student to leave the Viva Voce room momentarily. He/she then opens discussion of the student's Viva Voce session leading to a recommendation on the student.

f) The Chairperson will receive the List of Corrections from the supervisor during this discussion session. He/she will review and summarize the List of Corrections given by the Supervisor and at the same time he/she discards irrelevant items.

g) The Chairperson will lead the discussion on the students' result. He/she must acquire approval from examiners for the List of Corrections passed by the Supervisor. Upon discussion with the Panel of Examiners, the chairman will decide the result of the student. The final decision must be agreed and signed by all the examinations.

h) The Chairperson invites the student to reenter the Viva Voce/examination room. He/she informs the student of the corrections, changes and additions that are required in his/her thesis, as agreed upon by the panel, and of the duration of the revision/correction as well as the final date of submission of the corrected thesis draft to the faculty. Before the student is dismissed, he/she will be informed to take the List of Corrections at the faculty (upon notification by the faculty administration).

i) At the end of the Viva Voce session, the Chairperson must ensure all examiners have approved the List of Corrections and other necessary documents before handing them over to the Secretariat (after signing and

approving them).

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

5.0 EXAMINERS APPOINTMENT, ROLES AND RESPONSIBILITIES

5.1 Examiner refers to personnel who handle the preparation of examination papers and answer schemes, decides on the assessment methods, marks answer script or evaluate student's performance for each course assigned.

5.2 The appointment of examiners should be based on expertise in the related field, respected and possessing high professionalism.

5.3 The examiners must have experience in students' supervision as the Main Supervisor or Co-supervision.

5.4 Composition of examiners for Doctoral Degree and Master students is as follows:

MASTER	• At least two (2) examiners, and the division of the internal/examiner based upon program standards. • Examiners must at least possess a doctoral degree.
DOCTORAL DEGREE	• At least two (2) examiners and the division of examiners based upon program standards. • Examiners must at least possess a doctoral degree.
DOCTORAL DEGREE PROFESSIONAL PRACTICE	• At least three (3) examines which consist of one (1) internal examiner, one (1) external examiner and one (1) industrial examiner.

Table 1.8: Composition of examiners

5.5 An examiner must have a minimum qualification of no less than the supervisor.

Where an examiner is without the required qualification, there must be sufficient experience in the relevant field, and the appointment must be subjected to the UCYP Senate.

5.6 An external examiner appointed must be from a field related to the research made to ensure the quality of research.

5.7 It is recommended that the external examiner must be of the same level of qualification or one level higher than the supervisor.

5.8 The Appointment of Examiners should be as follows:

a) External Examiner

i. The appointment of external examiners from the university/institutions where the student works is not allowed.

ii. The appointment of external examiners from the university/institutions who previously worked for the UCYP University is allowed after three (3) years of leaving the UCYP University.

iii. The external examiners who have worked at the university/institutions but have retired exceeding five (5) years and are not involved with academic activities should not be appointed.

iv. External examiners from corporate companies who are not academicians but involved in academic writing/publications can be appointed.

v. The external examiners who have studied as the UCYP University Postgraduate Students can be appointed.

vi. Have successfully supervised a research mode student as the Main Supervisor or a Co-supervisor.

vii. External examiners from overseas can be appointed but all the costs involved will not be covered by UCYP University. It might be done by the faculty planning such as appointing a Visiting Professor or online examination method and so on.

viii. An External Examiner can be appointed not more than three times in a year.

ix. For Professional Practice program, internal examiner must have a minimum five years of full-time equivalent industry-related experience.

x. Must be from the field/s related to the industrial project or TVET program of the candidate under evaluation

xi. Must be engaged in research and have produced credible publications or equivalent works.

b) Internal Examiner

i. A full-time UCYP academic staff including honorary lecturer.
ii. They should be an expert in the field of thesis examined.
iii. The internal examiner who has been appointed as internal examiner during Pre-Viva must continue to be the Internal Examiner for the final Viva-Voce except in certain circumstances and the decision is endorsed by the Postgraduate Committee Council.
iv. To be an Internal Examiner for a PhD student, the academician must have PhD qualification, and he/she must have experience in research and supervision.
v. To be an Internal Examiner for Master student, the academic staff must have a PhD degree and he/she must have experience in research and supervision.
vi. Academic staff without PhD qualification can be an internal examiner of a research mode student if the academic staff has graduated as a research mode student either as a Main Supervisor or Co-Supervisor.
vii. Examiners must have the minimum qualification of no less than the supervisors. Where examiners are without the required qualification, they must have sufficient experience in relevant fields, and the appointment must be subjected to the approval of the Senate.
viii. For Professional Practice program, internal examiner must have a minimum five years of full-time equivalent industry-related experience.
ix. Must be from the field/s related to the industrial project or TVET program of the candidate under evaluation
x. Must be engaged in research and have produced credible publications or equivalent works.

c) Industrial Examiner

i. Must possess at least a Bachelor's degree (or equivalent MQF Level 6).
ii. Must have a minimum of five years of experience in the relevant field at an

appropriate job position

5.9 Nominations of examiners

a) The Supervisor must nominate at least two (2) names of the external examiners, two (2) names of the internal examiners and two (2) names of the industrial examiners.

b) The latest curriculum vitae (CV) must be enclosed together.

c) The PG Committee will approve the nominated examiners, and the decision must be submitted to the faculty. If the nominated examiner is not suitable, The Faculty Council may suggest and endorse another qualified examiner together with the justification and inform the supervisor.

d) The faculty will issue offer letters to the appointed examiners and will inform them about the appointment on regular basis.

e) External examiners and industrial examiners will be given two (2) weeks to respond.

f) Internal examiners are not allowed to terminate the appointment unless with concrete and reasonable justifications.

g) If there is any termination of the examiner's appointment, the FACULTY will issue another letter of appointment to the next name in the list approved by the Faculty Council. If all nominated students have to terminate the appointment, the Supervisor must prepare a new nomination list for the faculty.

5.10 The roles and responsibilities of the examiners are as follows:

a) The examiners must read and assess the quality of the thesis for nomination purposes.

b) The assessment will be made using the Assessment Form which should be returned to the FACULTY within four (4) weeks from the date of the letter.

c) Internal examiner(s) must be present during the Viva Voce session for the Master's and PhD student.

d) External examiner(s) are not required to attend the Viva Voce session unless he/she finds that the thesis has major problems from the Examiner's Report and the student received scale 3 (9 months) and 4 (12 months). Thus, enabling the student to give his/her defense in front of all the examiners for a decision

to be made.

e) Examiner(s) must approve the list of corrections during the Viva Voce session; if not possible, within seven (7) days after the viva voce session.

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

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

6.0 SECRETARIAT APPOINTMENT, ROLES, AND RESPONSIBILITIES

6.1 The Secretary is an academic staff / administration staff appointed by the faculty (Minimum – 1 person)

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

a) Responsibility of Secretariat

i. The Viva Voce Secretariat must ensure that the List of Corrections is approved by the Supervisor, Examiners and Chairman at the end of the viva voce session upon announcement of the result.

ii. If there were any problem that occurs during the session, the approval for the list of corrections must be obtained from the respective person within seven (7) days after the date of the viva voce session. If there is no further comment, the list of corrections is considered final.

iii. The secretariat must submit this final list of corrections to the faculty.

iv. Faculty will submit the final list to the students. Students must use the given template for explanation and remarks of corrections.

b) Examination Reports

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

ii. The secretariat must ensure that the Oral Examination Reports, Chairman Report and Travel Allowance Claims Form by the external examiners are

completed before submitting to the faculty.

7.0 ROLES AND RESPONSIBILITIES OF STUDENT

7.1 All students must adhere to the role and responsibilities as follows:

a) Students should understand and fulfill all the conditions contained in the letter of offer, rules and regulations applicable to the program.

b) Students should interact with the supervisor at least three (3) times per semester.

c) Students must have a physical meeting with the supervisor at least once a year.

d) Students shall record meetings and discussions on their research each time they meet with the supervisor.

e) Students should have a good working relationship with the supervisor.

f) Students must plan the project schedule and comply with the maximum period of study.

g) Students should discuss and agree with the supervisor on consultation times.

h) Students must submit progress as specified without falsifying the research outcome and are free of plagiarism.

i) Students must notify their supervisor of any problems that may interfere with the research.

j) Students shall engage in academic activities organized by the faculty.

k) Students must plan and ensure sufficient time to do the research and write the thesis.

l) Students should ensure that their candidature is always active by renewing their registration each semester.

m) A student shall give six (6) months' notice to the supervisor or inform the supervisor of the date for submission of the thesis for examination purposes, so there is no delay in the appointment of examiners.

n) Students are solely responsible for the content, the presentation of thesis and viva-voce presentation.

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

p) Fulfill all the requirements for graduation.

8.0 IMPLEMENTATION GUIDELINES FOR PROFESSIONAL PRACTICE PROGRAM

The following procedures and guidelines are provided to ensure that the Professional Practice Program is implemented effectively.

8.1 General Guidelines for Professional Practice Program

a) The Professional Practice Program is not a separate program of study, but rather a mode of implementation for a PhD program conducted on a full-time or part-time basis at the workplace.

b) The implementation of the Professional Practice Program differs from the conventional PhD, as the scope of research is more aligned with industry needs in order to produce PhD-level experts who are industry-oriented.

c) The research topic and scope shall fall within the candidate's area of specialization and be based on real industry problems with the potential to enhance the company's operational capability, services, and management performance.

8.2 Registration Requirements for Professional Practice Program

a) The PhD research has been identified by industry and approved by the university and will be conducted by the student at the industry premises.

b) The candidate must be a professional employee throughout the duration of their PhD study.

c) The candidate must agree to accept the offer of the Professional Practice Program

8.3 Professional Practice Program Supervision

a) The PhD research for Professional Practice program shall be conducted at the participating industry premises.

b) Each student shall be supervised by at least two supervisors, namely an academic supervisor and an industry supervisor, both endorsed by the Postgraduate Committee.

c) The UCYP University academic supervisor shall supervise and guide the student throughout the research process, providing academic consultation and

monitoring the progress of the study.

d) Supervisors shall ensure that all supervision sessions and meeting discussions are appropriately recorded and maintained for monitoring and documentation purposes.

SECTION C
APPENDICES

1.0 DOCTOR OF PHILOSOPHY

1.1 Structure of a Full-Time Doctoral of Philosophy

Year 1

a) Attend and accomplish appropriate taught modules as per faculty requirements.

b) Students are also encouraged to take other complimentary subjects such as Statistical Analysis, SPSS, AMOS, SEM, attending seminars and others.

c) Define the nature of the research problem, identify appropriate analytic frameworks, and expect to have completed a first draft of Literature Review chapters.

d) Year 1 annual review.

e) By six months, if a student can complete his/her proposal, he/she can request to defend his/her proposal to the panel of evaluation.

Year 2

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

b) Year 2 annual review

Year 3

a) Commence formal writing-up.

b) Expect to complete empirical work and produce draft write-up of results.

c) Submit completed thesis.

d) Year 3 annual review.

1.2 Annual Review

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

1.3 Supervision

Students will be assigned to at least one (1) academic supervisor and for Professional Practice program at least one (1) industrial supervisor who will provide guidance on the formal specification of the topic, the structure and organization of your thesis and the general direction of the research. Regular supervision will help to ensure that your research progresses in the appropriate way. As a doctoral student, interact with the supervisor at least three (3) times per semester.

2.0 MASTER

2.1 Structure of A Full-Time Master's Degree

Year 1

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

Year 2

a) Expect to complete empirical work. If data collection is likely to be a lengthy process, e.g. due to issues related to gaining access to companies or because the study is longitudinal in nature, then the empirical work may start quite early in the

student's second year, or even at the end of the first year.

b) Year 2 annual review.

Year 3

a) Commence formal writing-up.

b) Expect to complete empirical work and produce draft write-up of results.

c) Submit completed thesis.

d) Year 3 annual review.

2.2 Annual Review

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

2.3 Supervision

Students will be assigned at least (1) academic supervisors and for Professional Practice program at least one (1) industrial supervisor who will provide guidance on the formal specification of the topic, the structure and organization of your thesis and the general direction of the research. Regular supervision will help to ensure that your research progresses in the appropriate way. As a full-time doctoral student, meetings with supervisors must be on at least 10 occasions during the year. For a part-time student, at least six meetings take place during the year.

UCYP UNIVERSITY
DU065(C)

END OF UCYP UNIVERSITY POSTGRADUATE PROGRAMME HANDBOOK

UCYP UNIVERSITY
2nd Floor, Kompleks Yayasan Pahang,
Tanjung Lumpur, 26060 Kuantan,
Pahang Darul Makmur.

T: +609-316 9999

www.ucyp.edu.my