POSTGRADUATE ACADEMIC REGULATIONS

2023

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

POSTGRADUATE ACADEMIC REGULATIONS

2023

CONTENTS

INTRODUCTION

Name

This document shall be known as the Postgraduate Academic Regulations of Universiti Teknikal Malaysia Melaka (hereinafter shall be referred to as the "Regulations".

Application

The Regulation shall apply to all postgraduate programmes at Postgraduate Diploma (where relevant), Master and Doctoral levels at UTeM.

DEFINITIONS

In this Regulation, unless otherwise stated:

"Abstract" means a passage that must precede all research reports and should consist of a brief statement of the problem, a brief explanation of the methods or procedures used, results obtained of research contributions and a condensed summary of the findings of the study.

"Academic Standing" means the code used to indicate student's academic status.

"Academic Workload" means the number of actual or equivalent credit hours carried by a student in any given semester.

"Academic Year" means a period consisting of 12 calendar months.

"Accredited Institution" means an institution recognized by the Senate as one of adequate academic standard.

"Accredited Prior Experiential Learning (APEL)" means a systematic process involving identification, documentation and evaluation of learning based on previous experience.

"Applicant" means a person who submits an application form along with other relevant documents to the SPS to be considered for admission at UTeM to pursue a specific programme of study.

"Candidate" means a full-time or part-time individuals undertaking postgraduate programme.

"Candidature" means a status of bona fide, registered student.

"Classes" means the instructional interaction between the academic staff and the students that include lectures, tutorials and seminars.

"Compulsory University Course" means a course determined by the UTeM to be taken by all students.

"Conferment of Degree/Diploma" means the award of the degree/diploma after endorsement of the Senate and confirmation in the convocation.

"Continuing Student" means a student who is not in his first semester of his studies.

"Copyright" means the right to publish or reproduce or permission to publish or reproduce intellectual material.

"Course" means a unit of a curriculum comprising several interrelated topics, which is normally offered in a semester with a specific credit hour load and ific code.

"Coursework" means a mode of programme that consists of taught courses and less than 50% of research components. A student attends lectures, tutorials, labotary work and seminars, and is assessed on the basis of assignments, projects, tests and exminations.

"Credit Count" means the total credit hours used in the calculations of GPA and CGPA.

"Credit Earned" means the total credit hours obtained for all passed courses, which may include credits hours obtained from Credit Exemption or Credit Transfer.

"Credit Exemption" means the number of credit hours exempted from the graduation requirement based on qualifications such as Bachelor, Master or equivalent. Grades obtained will not be counted in CGPA.

"Credit Hours" means the unit of academic load measurement for a course. Typically, **ONE (1)** credit hour is equivalent to **ONE (1)** contact hour.

"Credit Transfer" means the number of credit hours credited to students based on the courses taken and passed with minimum grade of **B-** from other recognised institutions. grades obtained will be counted in CGPA.

"Cumulative Grade Point Average (CGPA)" means the average sum of Grade Value obtained for all semesters.

"Dean" means the head of Faculty appointed by Vice Chancellor.

"Deferment of Registration" means the postponement of enrolment to a later date up to a maximum of one academic year.

"Deferment of Study" (TP)" means a period of maximum **TWO (2)** semesters during which a student has been granted permission to temporarily interrupt/suspend his studies.

"Department" means an academic unit within a Faculty that manages and monitors certain programmes related to a specified field of knowledge.

"Dismissal" means the dismissal due to poor/unsatisfactory academic progress as indicated by individual grades in courses, or an unfavourable report of Principal Supervisor.

"Dissertation" means the written report on the research work in Mixed Mode programmes where both taught course and research are required for graduation.

"Doctoral Examination Panel (EP)" means all internal and external examiners who examine the content of the project report or dissertation where both coursework and research are the requirements.

"Doctoral student" is defined to include PhD and Industrial PhD student.

"Drop Course(s)" means the cancellation of registration of courses(s) during a period at the beginning of each semester.

"Duration of Study" means the number of semesters, or years in which a student is registered.

"Elective Courses" means a specified list of courses from which a student may choose a minimum number to form his area of specialization and fulfil the graduation requirements of his programme.

"Enrolment" means the reporting of a person who is offered admission to UTeM for commencing his postgraduate studies as a registered student.

"Ethics" means any activities which leads to academic misconduct related to any process of awarding postgraduate degree.

"Executive Programme" means a postgraduate programmes which are conducted for professionals and executives on modular basis.

"Exemption" means waiver from a specific graduation requirement.

"Extending Student" means a student who has exceeded his normal registration period.

"External Examiner" means an acknowledged expert in the relevant field of study and/or practice external to UTeM appointed to evaluate a candidate's dissertation/thesis/conspectus.

"External Industrial Examiner" means an acknowledged expert in the relevant field of study and/or external practices to UTeM appointed to evaluate a candidate's dissertation/thesis/conspectus.

"Faculty" means a Faculty, School, Centre or an Institute, which may or may not offer a programme of study.

"Field Supervisor" mean UTeM academic staff or other UTeM/Institution/Industry/Agency appointed as a supervisor with the Principal Supervisor to supervise the student.

"Financial Assistance" means a scholarship or loan given to a student by UTeM or any other public or private agency to help the student to pursue his studies at UTeM.

"Full-time Programme" means a programme in which courses are designed and classes are scheduled with the assumption that students are pursuing their studies on a full-time basis and are not maintaining full-time employment concurrently with their studies at UTeM.

"Full-time Student" means a candidate who is a registered student of UTeM and who is admitted as a candidate with a requirement of full-time attendance at a programme of study or research.

"Grade" means the value awarded, expressed in numerical marks and the equivalent characters for the assessment(s) of a course, based on the total scores obtained for assignments, test, others and the final assessment.

"Grade Point Average (GPA)" means the average Grade Value obtained in any one semester.

"Graduation" means a student's registered status after he has completed all requirements prescribed in the programme for the award of a degree/diploma.

"Inactive Student" means a student who is in the enrolment but not registered in the semester.

"IELTS" means the International English Language Testing System that measures the English Language proficiency for academic entry or any professional registration purposes.

"Industrial PhD" means full-time doctoral degree programme that emphasizes both the industrial needs for innovation and academic requirements. The research work is based on a specified industrial problem.

"Initial Research Proposal" means a brief research proposal prepared by an applicant for a postgraduate programme through research mode for the purpose of evaluation of an application.

"Internal Examiner" means an acknowledge expert(s) in a field who is appointed by UTeM to evaluate the dissertation/thesis/conspectus from among its staff.

"Intensive English Programme" means the English Language proficiency test of non-native speakers for academic entry or for any professional registration purposes at UTeM.

"*Jawatankuasa Pengajian Siswazah* (JKPS)" means the committee of postgraduate studies comprising representatives of each Faculty and chaired by the Dean of SPS.

"*Jawatankuasa Pengajian Siswazah Fakulti* (JKPSF)" means the Faculty of Postgraduate Committee, which comprises deans and other appointed academic staff and is responsible to make decisions on academic matters within the Faculty, in line with the policies determined by the Senate.

"*Jawatankuasa Pengajian Siswazah Institut* (JKPSI)" means the Institute of Postgraduate Committee, which comprises deans and other appointed academic staff and is responsible to make decisions on academic matters within the Institute, in line with the policies determined by the Senate.

"*Jawatankuasa Tetap Senat Pengajian Siswazah* (JKTSPS)" means a Senate standing committee at UTeM level comprising representatives from each Faculty and chaired by the Deputy Vice Chancellor (Academic and International).

"Malaysian Qualification Agency (MQA)" means a statutory body in Malaysia set up under the Malaysian Qualifications Act 2007 to accredit academic programmes by educational institutions providing post-secondary or higher education and facilitate the accreditation and articulation of qualifications.

"Malaysian University English Test (MUET)" means English Language proficiency test for academic entry in Malaysian Higher Education.

"Master Examination Panel (EP)" means all internal examiners who examine the content of a project report or dissertation where both coursework and research are the requirements.

"Master Project" means the written report produced on the research work as a part of master degree programme by coursework.

"Maximum Study Period" means the maximum period within which a student must complete his studies, failing which he may be terminated from UTeM.

"Medium of Instruction" means the language in which the programme or course is conducted, which includes the language in which lectures are delivered, and assessment is made.

"Minimum Study Period" means the minimum period within which a student may qualify to be awarded a degree/diploma.

"Mixed Mode" means a programme with at least contains of 50% research component.

"Mode of Programme" means Coursework Mode, Mixed Mode or Research Mode.

"Mode of Registration" means either full-time or part-time registration.

"Modular Course" means a unit of learning where the teaching and learning activities, course outcomes and assessments are executed in a shorter time period (for example within **ONE (1)** to **FOUR (4)** weeks) in a particular semester.

"New Student" means a student in his first regular semester of studies.

"Offer of Admission" means the decision of the UTeM to grant an applicant the opportunity to pursue his studies at UTeM.

"Offshore" means a postgraduate programme offered outside the campus and shall has a learning centre.

"Oral Examination Panel (OEP)" means the highest examining body that assesses the master project or dissertation of a postgraduate candidate, conducts viva voce and determines whether master project or dissertation should be accepted for the relevant degree in the Coursework and Mixed Mode programmes.

"Part-time student" means a candidate who is a registered student of UTeM for whom study is not the main activity, who may be employed and is enrolled for fewer than the specified number of modules per semester and who may complete his qualification within a longer specified time frame than the minimum study period stipulated for an equivalent full-time programme.

"Postgraduate Studies/Programmes" means the level of study such as Doctoral, Master or Postgraduate Diploma.

"Pre-requisite Course" means a specific course required to be completed prior to register for relevant postgraduate course.

"Programme" means a prescribed curriculum leading to a Postgraduate Diploma, Master or Doctoral level.

"Progress Report" means a document where a research student outlines the achievement of the planned activities for the semester.

"Project Paper" means the research work or case study as part of the requirement for Master of Business Administration (MBA).

"Public Access" means an access to any individual or organisation, other than the author of the research work, the Supervisory committee, the examination committee and the SPS.

"Principal Supervisor" means a UTeM academic staff appointed as a main supervisor to supervise the student.

"Registration" means the official recording of a student's name to study in a particular programme.

"Registration of Courses" means registering for courses during a period at the beginning of each semester.

"Regular Semester" means a semester that consists of **EIGHTEEN (18)** weeks duration of study normally commencing in September and February.

"Repeating Course" means a student registering for the same course in a subsequent semester and being assessed as if he were taking a new course (possible for both compulsory UTeM and elective course).

"Replacing Course" means a student registering for an elective course as a replacement for another elective course taken earlier to fulfil the minimum number of elective course required for graduation.

"Research Mode" focuses mainly on the research activities as the main requirement for graduation.

"Research Paper" means report based on research project at the postgraduate diploma and master level programmes.

"Research Proposal" means the detailed write-up of the research work to be undertaken by the Doctoral and Master (by Research) and Mixed Mode candidate.

"Research Proposal Defence (RPD)" means the evaluation of a research proposal for a Research/Mixed Mode candidate at the Faculty.

"Research Work" means the research activities carried out by a student who records his findings in the form of a thesis, dissertation or a research paper with the guidance of a Supervisory Committee.

"Residential Period" means the duration of time for a student is required to be in UTeM (physical/non-physical).

"Re-Registration" means the permission to re-register after being terminated subject to UTeM's approval.

"Rigorous Internal Assessment (RIA)" means an effective procedure that is used to assess the readiness and the ability of an applicant who intends to pursue studies at the postgraduate programmes despite having lower qualifications.

"Rigorous Internal Evaluation (RIE)" means an effective procedure that is used to evaluate the readiness and the ability of a student who opts for studies at the master level or who opts to bypass a master programme by enrolling directly into a doctoral programme.

"Semester" means a duration allocated for lectures, examinations and similar instructional activities as specified by the Senate.

"Senate" means the Senate of UTeM, the highest authority on academic matters in UTeM.

"Senior Student" means a student who has completed at least **ONE (1)** semester of study at UTeM.

"Special Examination" means an examination that is a replacement for the Final Examination.

"Special Requirement Course" means a course prescribed on a student for specific reason, other than the reason for pre-requisite course, and the course(s) may be taken concurrently with the programme courses.

"Special Semester" means a semester that is outside the regular semester that consists of **EIGHT (8)** weeks of lectures and assessment(s).

"Student" means a person enrolled/registered at UTeM to pursue a specific programme of postgraduate study.

"Student Mobility" means a student programme exchange in collaboration between UTeM and its host institution.

"Study Period" means a period of time within which a student is expected to complete the programme.

"Supervisor" means UTeM academic staff or other University/Institution appointed as a supervisor with the Principal Supervisor to supervise the student.

"**Supervisory Committee**" means the committee appointed with the responsibilities to supervise a student pursuing a degree with thesis.

"Suspension" means a punitive measure in which a student is prohibited from involvement in academic work at UTeM for a specified period of time.

"Taught Course" means any form of assessment carried out within a lecture period in a semester.

"Termination" means the dismissal of student for academic and non-academic reason as deemed fit by the Senate.

"Test of English as a Foreign Language (TOEFL)" means the English Language proficiency test of non-native speakers for academic entry or for any professional registration purposes.

"Thesis" means the written report on an original research work done for a graduation requirement for Research Mode.

"Thesis Examiners (TE)" means all internal and external examiners who examine the content of thesis of a Doctoral or Master (by Research) candidate.

"Thesis Examination Panel (TEP)" means the highest examining body that assesses the research work of a postgraduate candidate, conducts viva voce and determines whether a research work should be accepted for the intended degree (master and doctoral).

"Transcript" means a document issued by UTeM listing all courses and grades obtained by the student throughout his studies at UTeM. Notations that may appear on the academic transcript or result slip of each semester are shown in the Table I.

Table I: Notation on Academic Transcript

Grade	Explanation	Hours Credited	Hours Earned
HW	Pass for industrial attachment, practicum, fieldwork	No	Yes
MM	Satisfactory progress in research work	No	No
TM	Unsatisfactory progress in research work	No	No
GG	Failure in research work	No	No
AU	Course Audited	No	No
FA	Failure in course audited for not fulfilling 80% attendance	No	No
TS	Incomplete courses (temporary)	No	No
TD	Courses withdrawn	No	No
TP	Deferment of study	No	No

"Visiting Students" means persons not enrolled at UTeM as students pursuing a specific programme of study.

"Viva voce" means an oral examination for a student who has submitted his thesis.

INTERPRETATION

(a) Words denoting the singular number shall include the plural and vice versa.

(b) Headings are for convenience only and shall not affect the interpretation hereof.

(c) Words denoting any gender shall include all genders.

(d) Reference to Regulations, Table, Appendices, Annexure and Schedule are reference to Regulations, Table, Appendices, Annexure and Schedule under this Regulations (unless stated otherwise).

(e) Any reference to a "day", "week", "month" or "year" is to that day, week, month or year in accordance with the Gregorian calendar.

ACRONYMS

APEL	Accredited Prior Experiential Learning
CeLL	Centre of Language Learning (*Pusat Pembelajaran Bahasa*)
CGPA	Cumulative Grade Point Average
CRIM	Centre for Research and Innovation Management (*Pusat Pengurusan Penyelidikan dan Inovasi*)
DS	Re-registration of Programme (*Daftar Semula*)
EP	Examination Panel
FA	Failed Audit
GG	*Gagal* (Fail)
GPA	Grade Point Average
GOT	Graduate-on-Time
HG	*Hadir Gagal* (Fail)
HL	*Hadir Lulus* (Pass)
HW	*Hadir Wajib* (Compulsory Attendance)
IELTS	International English Language System
IP	Intellectual Property
ISI	The Institute for Scientific Information
JKPS	*Jawatankuasa Pengajian Siswazah* (UTeM Postgraduate Committee)
JKPSF	*Jawatankuasa Pengajian Siswazah Fakulti* (Faculty Postgraduate Committee)
JKPSI	*Jawatankuasa Pengajian Siswazah Institut* (Institute Postgraduate Committee)
JKTSPS	*Jawatankuasa Tetap Senat Pengajian Siswazah* (Senate Standing Committee on Postgraduate Studies)
KB	*Kedudukan Baik* (Pass)
KBA	*Kedudukan Baik Anugerah* (Graduate)
KBTT	*Kedudukan Baik Tamat Tempoh* (Good Standing, Duration Completed)
KS	*Kedudukan Bersyarat* (Conditional Pass)
KG	*Kedudukan Gagal* (Fail/Dismissed)
MBA	Master of Business Administration
MM	*Memuaskan* (Satisfactory)
MSc	Master of Science
MQA	Malaysian Qualification Agency
MUET	Malaysian University English Test
OEP	Oral Examination Panel
PhD	Doctor of Philosophy
SPS	*Sekolah Pengajian Siswazah* (School of Graduate Studies)
RIA	Rigorous Internal Assessment
RIE	Rigorous Internal Evaluation
RPD	Research Proposal Defence
TD	*Tarik Diri* (Withdrawal)
TE	Thesis Examiners
TEP	Thesis Examination Panel
TM	*Tidak Memuaskan* (Unsatisfactory)
TOEFL	Test of English as Foreign Language
TP	*Tangguh Pengajian* (Deferment of Study)

TS	*Tidak Selesai* (Incomplete Grade)
UG	*Ulang Gred* (Redeem Grade)
UM	*Ulang Kursus* (Repeat Course)
UTeM	Universiti Teknikal Malaysia Melaka

REGULATION 1 : GOVERNANCE

1.1 Senate

The Senate shall be the academic body of UTeM and, subject to the provisions of UTeM's Constitution, the statutes, rules and regulations, shall have the control and general direction of instruction, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

1.2 Postgraduate Committees

1.2.1 JKTSPS

1.2.1.1 JKTSPS shall consist of the following members appointed by the Senate:

    i) Deputy Vice Chancellor (Academic and International) as Chairman;
    ii) Dean of Faculty;
    iii) Director of CRIM; and
    iv) A Professor elected by the Senate pursuant to UTeM's Constitution.

1.2.1.2 Each member appointed under Regulation 1.2.1.1 above may delegate his power and duty to any named representative if he is unable to attend the meetings, and shall be recorded *via* a written instrument as provided under Section 60 of the UTeM's Constitution.

1.2.1.3 SPS shall act as the secretariat.

1.2.1.4 The functions of JKTSPS shall be as follows:

    1.2.1.4.1 Considers and certifies the degree awarded to postgraduate students who fulfil the graduation requirements.

    1.2.1.4.2 Considers and certifies proposal(s) of exceptional cases.

    1.2.1.4.3 Develops and reviews postgraduate policies/scholarship schemes/financial assistance for postgraduate students.

1.2.1.4.4　Ensures that countermeasure action(s) and requirements of the audit or accreditation body related to postgraduate programmes are fulfilled.

1.2.1.4.5　Conducts any matter which may be referred by Senate or performs any other powers and functions as may be and be represented by Senate or provided under the provisions of any statue, rules or regulations of UTeM and act in accordance with the suitability or requirements or related with the execution of its function.

1.2.1.4.6　Develops and reviews any academic regulations and guidelines from time to time.

1.2.1.4.7　Considers and certifies the forecast intake, enrolment and postgraduate student output.

1.2.1.4.8　Considers and certifies the postgraduate student entry requirement for all postgraduate programmes.

1.2.1.4.9　Considers and certifies the curriculum review.

1.2.1.4.10　Approves the offering of the new postgraduate courses.

1.2.1.4.11　Considers and certifies the postgraduate examination results including appeal of examination.

1.2.1.4.12　JKTSPS is responsible for Senate on postgraduate academic affairs.

1.2.1.4.13　Reports the JKTSPS minutes of the meeting to the Senate.

1.2.1.4.14　Under certain circumstances, the JKTSPS may change any decision made by JKPS.

1.2.2　JKPS

1.2.2.1　Members of JKPS shall consist of the following:

i) Dean of SPS as Chairman;
ii) Deputy Deans of SPS, faculties (Research and Graduate Studies);
iii) Other members appointed by SPS.

1.2.2.2 Senior Assistant Registrar/Assistant Registrar or any other SPS staff as may be required from time to time as secretariat.

1.2.2.3 The functions of JKPS shall be as follow:

1.2.2.3.1 Approves upon application, admission into postgraduate programmes by research and the appointment of the Supervisory Committee.

1.2.2.3.2 Considers and approves the appointments of internal, external and industrial examiners for master and doctoral thesis.

1.2.2.3.3 Approves application for entry and equivalent of postgraduate mobility programme.

1.2.2.3.4 Approves the offering of the postgraduate courses and recommends the academic calendar at postgraduate level of each semester.

1.2.2.3.5 Coordinates all academic matters regarding postgraduate students such as admission, registration, monitoring and examination of graduate programmes.

1.2.2.3.6 Formulates the methods and procedures in monitoring the implementation of the graduate programmes with the assistance of JKPSF/JKPSI.

1.2.2.3.7 Collects and analyses the data and statistics relevant to the graduate programmes.

1.2.2.3.8 Plans and proposes all matters related to the development of postgraduate programmes to JKTSPS.

1.2.3 JKPSF/JKPSI

1.2.3.1 Members of JKPSF/JKPSI shall consist of the following:

i) Dean of Faculty as Chairman;
ii) Deputy Deans;
iii) Heads of Department;
iv) Program Coordinator/Head of Programmes (if any);
v) At least **ONE (1)** Professor/Associate Professor; and
vi) Any other academic staff deemed necessary and appointed by the Faculty.

1.2.3.2   The functions of the JKPSF/JKPSI shall be as follows:

        1.2.3.2.1   Selects and recommends postgraduate students to the faculty.

        1.2.3.2.2   Recommends the appointment of Supervisory Committee for master and doctoral candidates.

        1.2.3.2.3   Recommends the appointment of examiners for master and doctoral candidates.

        1.2.3.2.4   Endorses all research work conducted by the post-graduate students, so that it conforms to the requirements set by the Faculty for content quality and presentation.

        1.2.3.2.5   Proposes any amendment to this Regulation to the JKTSPS through SPS.

        1.2.3.2.6   Discusses any other relevant matters regarding postgraduate studies.

1.2.4   The relationship between Senate and the **THREE (3)** working committees as mentioned above can be illustrated as follows:

SENATE

JKTSPS

JKPS

JKPSF/JKPSI
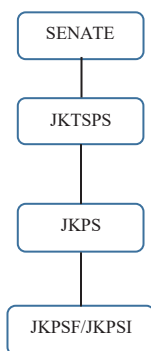
Figure 1.1 : Postgraduate Studies Structure

2.1   **Admission Requirements**

The minimum qualifications for admission into a programme of study are as follow:

2.1.1   Postgraduate Diploma

2.1.1.1   A relevant bachelor's degree from UTeM or any other accredited institutions of higher learning; or

2.1.1.2   Any other certificate that is recognised as equivalent to a bachelor's degree (honours) or other relevant qualification and experience that are recognised by the Senate.

2.1.2   Master Programmes

2.1.2.1   The requirements for admission into a master programme are as shown in Table 2.1.

Table 2.1 Minimum Qualifications for Admission into a Master Programme

	By Research	By Mixed Mode	By Coursework
Engineering	i) A recognized bachelor's degree in Engineering/Engineering Technology with minimum CGPA of 2.75 or its equivalent. ii) A candidate who has a bachelor's degree in Engineering/Engineering Technology, not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA. iii) A candidate who has a bachelor's degree in Engineering/Engineering Technology, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA. iv) A bachelor's degree in Science or Technology (Not related to Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii). v) A bachelor's degree not related to Science or Technology who has relevant industrial field related to Engineering/Engineering Technology can be accepted and subject to RIA.	i) A recognized bachelor's degree in Engineering/Engineering Technology with minimum CGPA of 2.75 or its equivalent. ii) A candidate who has a bachelor's degree in Engineering/Engineering Technology, not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA. iii) A candidate who has a bachelor's degree in Engineering/Engineering Technology, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA. iv) A bachelor's degree in Science or Technology (Not related to Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii). v) A bachelor's degree not related to Science or Technology who has relevant industrial field related to	i) A recognized bachelor's degree in Engineering/Engineering Technology with minimum CGPA of 2.50 or its equivalent. ii) A candidate who has a bachelor's degree in Engineering/Engineering Technology, with CGPA less than 2.50 or its equivalent, can be accepted subject to RIA. iii) A bachelor's degree in Science or Technology (Not related to Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (ii). iv) A bachelor's degree not related to Science or Technology who has relevant industrial field related to Engineering/Engineering Technology can be accepted and subject to RIA.

	By Research	By Mixed Mode	By Coursework
		Engineering/Engineering Technology can be accepted and subject to RIA.	
Computing	i) A recognized bachelor's degree of Computing or in the area of science and technology or related to computing with minimum CGPA of 3.00 or its equivalent.	i) A recognized bachelor's degree of Computing or related to computing with minimum CGPA of 2.75 or its equivalent.	i) A recognized bachelor's degree of Computing or related to computing with minimum CGPA of 2.75 or its equivalent.
	ii) A bachelor's degree of Computing or in the area of science and technology or related to computing, not meeting CGPA of 3.00 but above 2.50, or its equivalent, may be accepted subject to RIA.	ii) A bachelor's degree of Computing or related to computing not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA.	ii) A bachelor's degree of Computing or related to computing not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA.
	iii) A candidate who has a bachelor's degree of Computing or in the area of science and technology or related to computing, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA.	iii) A candidate who has a bachelor's degree of Computing or related to computing, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA.	iii) A candidate who has a bachelor's degree of Computing or related to computing, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA.
	iv) A bachelor's degree not related to the field of Computing must undergo appropriate prerequisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii).	iv) A bachelor's degree not related to the field of Computing or must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii).	iv) A bachelor's degree not related to the field of Computing must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii).
	v) A bachelor's degree not related to the field of Computing who has relevant industrial field related to computing can be accepted and subject to RIA.	v) A bachelor's degree not related to the field of Computing who has relevant industrial field related to computing can be accepted and subject to RIA.	v) A bachelor's degree not related to the field of Computing who has relevant industrial field related to computing can be accepted and subject to RIA.

By Research	By Mixed Mode	By Coursework
i) A recognized bachelor's degree with minimum CGPA of 2.75 or its equivalent. ii) A bachelor's degree in Business-related field not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA. iii) A candidate who has a bachelor's degree with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA. iv) A bachelor's degree not related to the Business field, must undergo appropriate pre-requisite courses determined by UTeM and meet the minimum CGPA based on (i) to (iii). v) A bachelor's degree not related to the field of Business field who has relevant industrial field related to Business field can be accepted and subject to RIA.	i) A recognized bachelor's degree with minimum CGPA of 2.75 or its equivalent. ii) A bachelor's degree not meeting CGPA of 2.75 but above 2.50 or its equivalent, may be accepted subject to RIA. iii) A candidate who has a bachelor's degree, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA. iv) A bachelor's degree not related to the field of Business field who has relevant industrial field related to Business field can be accepted and subject to RIA.	i) A recognized bachelor's degree with minimum CGPA of 2.75 or its equivalent. ii) A candidate who has a bachelor's degree, with CGPA less than 2.75 and above 2.50 relevant work experience in the related fields will be considered. ONE (1) year relevant experience will be considered as equivalent to 0.1 CGPA. iii) A candidate who has a bachelor's degree or its equivalent, with CGPA less than 2.50 or its equivalent, and a minimum of **FIVE (5)** years working experience in relevant field can be accepted and subject to RIA. iv) For Master of Business Administration (MBA) v) A recognized bachelor's degree with CGPA of 3.00 or its equivalent; vi) A candidate who has a bachelor's degree, with CGPA less than 3.00 and above 2.75 must have at least ONE (1) year relevant working experience. vii) For candidate with bachelor's degree whose CGPA is between 2.00 and 2.74, relevant work experience in the related fields will be considered. ONE (1) year

Business Studies

By Research	By Mixed Mode	By Coursework
		relevant experience will be considered as equivalent to 0.1 CGPA.
		viii) A candidate who has a bachelor's degree or its equivalent, with CGPA less than 2.50 or its equivalent, and a minimum of FIVE (5) years working experience in relevant field can be accepted and subject to RIA.
		ix) A bachelor's degree not related to the field of Business field who has relevant industrial field related to Business field can be accepted and subject to RIA.

2.1.2.2   Based on Table 2.1, the term RIA refers to:

    i)   Pass the interviews conducted by the Faculty; and

    ii)   Work experience in relevant fields or research experience recognized by UTeM Senate. **ONE (1)** year relevant experience will be considered as equivalent to **0.1** CGPA; or

    iii) A minimum grade of **B+** for final year project at bachelor's degree level or its equivalence and a minimum grade of B for any course at bachelor's degree level related to the programme applied; or

    iv) Has published at least **ONE (1)** journal article/technical report/book chapter/peer review/proceeding as main author/corresponding author and involvement in research work in related fields.

2.1.2.3   An applicant who has a Higher Diploma or its equivalent can be accepted under the conditions that:

    i)   The applicant obtained a CGPA of 3.00 and above;

    ii)   The programme has a minimum of 120 total credit inclusive of 80 course credit relevant to the programme applied; and

    iii) The duration of study must be at least **THREE (3)** years.

2.1.2.4   Application for Master (by Research) programme must be accompanied by an initial research proposal.

2.1.3   Doctoral Programmes

2.1.3.1   A relevant master's degree from UTeM or any other institutions of higher learning recognized by the Senate; or

2.1.3.2   Any other qualifications that are recognised as equivalent to a master's degree or other relevant qualifications and experience that are recognised by the Senate.

2.1.3.3   The minimum requirement for admission into a doctoral programmes are summarized in Table 2.2.

Table 2.2 Minimum Qualifications for Admission into a Doctoral Programme

Related Programme	By Research	By Coursework	By Mixed Mode
Engineering	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Engineering/Engineering Technology. ii) An applicant with degree not related to the field of Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Engineering/Engineering Technology) who has relevant industrial field related to Engineering/Engineering Technology can be accepted and subject to RIA. iv) For Industrial PhD programme, must have at least **THREE (3)** years of industrial-related experience.	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Engineering/Engineering Technology. ii) An applicant with degree not related to the field of Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Engineering/Engineering Technology) who has relevant industrial field related to Engineering/Engineering Technology can be accepted and subject to RIA.	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Engineering/Engineering Technology. ii) An applicant with degree not related to the field of Engineering/Engineering Technology) must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Engineering/Engineering Technology) who has relevant industrial field related to Engineering/Engineering Technology can be accepted and subject to RIA.

Related Programme	By Research	By Coursework	By Mixed Mode
Computing	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Computing or related to Computing. ii) An applicant with degree not related to the field of Computing must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Computing who has relevant industrial field related to Computing can be accepted and subject to RIA. iv) For Industrial PhD programme, must have at least **TWO (2)** years of industrial-related experience.	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Computing or related to Computing. ii) An applicant with degree not related to the field of Computing must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Computing who has relevant industrial field related to Computing can be accepted and subject to RIA.	i) A recognized master's degree or equivalent AND applicants must have completed at least **ONE (1)** of their earlier degrees (master's or bachelor's) in Computing or related to Computing. ii) An applicant with degree not related to the field of Computing must undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Computing who has relevant industrial field related to Computing can be accepted and subject to RIA.
Business Studies	i) A recognized master's degree in Business-related field or its equivalent. ii) An applicant with degree not related to the field of Business undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Business who has relevant industrial field related to Business can be accepted and subject to RIA.	i) Any qualification equivalent to master's degree in Business-related field or as accepted by the HEP Senate. ii) An applicant with degree not related to the field of Business undergo appropriate pre-requisite courses determined by UTeM. iii) An applicant with degree not related to the field of Business who has relevant industrial field related to Business can be accepted and subject to RIA.	Any qualification equivalent to master's degree or as accepted by the Senate

2.1.3.4 For Industrial PhD programme, applicant must be currently being employed as professionals, executives, engineers, researchers or equivalent, in the industry.

2.1.3.5 Application for doctoral programme must be accompanied by an initial research proposal.

2.1.4 Applicants without the qualification stipulated in Regulation 2.1.2 and 2.1.3 (whichever is relevant) can be considered subject to the approval of APEL.

2.1.5 If the applicant's academic qualification does not comply to the CGPA system, the conversion to CGPA will be applied as in Table 2.3.

Table 2.3: The Equivalency of Award Obtained

CGPA in UTeM	Award Obtained		
	Percentage of marks (%)	Award received	Grade received
4.00	80 – 100	First Class	Grade A
3.70	75 – 79		
3.30	70 – 74	Second Class	Grade B
3.00	65 – 69		
2.70	60 – 64	Third Class	Grade C
2.30	55 – 59		
2.00	50 – 54		
1.70	47 – 49	-	-
1.30	44 – 46	-	-
1.00	40 – 43	-	-
0.00	0 – 39	-	-

2.1.6 If there is any University that specifies an accumulative CGPA other than 4.00, the equivalent computation of the grade will be based on UTeM's grade system.

$$\text{Equivalent CGPA point} = \left(\frac{\text{Candidate score point}}{\text{Maximum CGPA of the University}} \right) \times 4.00$$

2.1.7 Students with a bachelor's degree in the field or related field may apply directly to a related PhD programme based on the condition that the student has:

i)   Obtained a CGPA of 3.67 and above or its equivalent in related field;
ii) Passed RIE by the Faculty; and
iii) Fulfilled any other requirements of UTeM.

2.1.8   Students will not be awarded with a master's degree as an exit award if their achievement does not meet doctoral level.

2.2 Language Requirements

2.2.1   International applicants are required to present the result of the TOEFL/TOEFL iBT/IELTS/MUET with the minimum required score as listed in Table 2.4.

Table 2.4: Requirement of English Test Score

Related Programme	Level of Study	TOEFL	TOEFL iBT	IELTS	MUET
Engineering	Master	520	45	5.0	3
	Doctoral	550	60	5.0	4
Computing	Master	520	45	5.0	3
	Doctoral	550	60	5.0	4
Business Studies	Master	550	60	6.0	4
	Doctoral	550	60	6.0	4

2.2.2   An applicant who has not fulfilled the requirement as stipulated in Table 2.4, may take a placement test and an English programme conducted by UTeM as well as sit for the MUET prior to commencement of their studies.

2.2.3   Exemption from sub-regulation 2.2.1 and 2.2.2 may be given to those who have undertaken regular programmes of studies and graduated from universities that use English as the medium of instruction. Exemption may also be given to those who originate from countries whose native language is English or who hail from Commonwealth countries. Applicants are also required to provide proof of evidence to SPS.

2.3 Additional Admission Requirements

2.3.1   An applicant may be interviewed and/or required to sit for an entrance test in order to determine his eligibility for admission to a specific programme.

2.3.2   The Faculty may, with the approval of JKTSPS, require the applicant to satisfy additional conditions for admission to a specific programme.

2.3.3   If deemed necessary, an applicant may be required to register and pass for any requirement courses (pre-requisite of undergraduate courses) in addition to the entry requirements of his programme of study. The credits taken should be **between THREE (3) and TWELVE (12)** credits and it is compulsory to pass all the courses with a minimum grade of D. The programme must be completed within **ONE (1)** year from the admission date.

2.4   **Application Procedure**

2.4.1   An applicant must submit an appropriate and completed online application. The application can be made throughout the year.

2.4.2   Incomplete applications shall not be processed.

2.4.3   UTeM reserves the right to reject the application or refuse admission if the candidate:

i)   fails to provide clear and complete required supporting documents;
ii)   gives false claims/documents; or
iii) all of the above,

for verification or any purposes as may be required by UTeM from time to time.

2.5   **Credit Transfer and Credit Exemption**

2.5.1   A student who has completed certain postgraduate courses from UTeM or other equivalent courses from other accredited institution or has relevant knowledge, qualification or professional experience in the areas covered in the course may apply for transfer or exemption of credits earned previously to his current programme if the following conditions are fulfilled:

2.5.1.1   For courses sought for transfer/exemption, the content must be at least 80% similar to the corresponding courses in the current programme offered at UTeM.

2.5.1.2   A minimum Grade **B-** or its equivalent was obtained in the courses sought for transfer/exemption.

2.5.1.3   Courses or credits sought for transfer or exemption must only be credited or exempted once.

2.5.1.4   The maximum number of credits that may be transferred and/or exempted up to 50% of the credit hours of the coursework required for the graduation in the current programme.

2.5.2   A student who has completed Integrated Bachelor-Master Programme that is recognized by UTeM, may apply for transfer of credits subjects to:

2.5.2.1   A maximum of up to 30% from the total graduating credits of a master's degree; and

2.5.2.2   Have obtained minimum Grade **B** for master's degree level courses completed at bachelor's degree.

2.5.3 The withdrawn or terminated students may apply for credit transfer or exemption based on these following scenarios:

  i) Has completed and passed some of equivalent courses; and/or
  ii) A thesis/dissertation/project which is yet to be assessed by the previous education provider may be considered for transfer of study subject to graduation requirements.

2.5.4 Applications for transfer or exemption of credits must be accompanied by the relevant supporting documents such as course description and grading system.

2.5.5 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 or exemption of credits.

2.5.6 Applications for transfer or exemption of credits are to be made to the respective Faculty in the first semester of studies at UTeM.

2.5.7 Under special circumstances and subject to Senate approval, a student may apply to transfer the equivalent number of semesters for the research work carried out in the previous institution.

2.6 Status of Enrolment

2.6.1 A candidate may choose to enrol for either a full-time or a part-time programme, subject to the availability of the desired type of programme.

2.6.2 A candidate intending to maintain his employment while studying full- time at UTeM is required to provide evidence that he has the permission of his employer to pursue his studies on a full-time basis. Otherwise, he must opt for a part-time programme.

2.6.3 An international candidate shall register on a full-time basis.

3.1 **Regulation on Fees**

3.1.1 A student is required to pay his fees in full during registration **every semester** as prescribed by UTeM.

3.1.2 A student receiving financial assistance from UTeM or other sponsoring organisation is required to produce a letter of guarantee during registration, indicating that the organisation has agreed to finance his studies at UTeM.

3.1.3 A student who has obtained credit transfer/exemption should pay the full fees of the programme.

3.1.4 UTeM has the right to claim any outstanding dues from students even though they have ceased to be registered students.

3.1.5 For research student who has completed his viva voce are required to pay only the Service Fee for the subsequent semester(s) as follows:

3.1.5.1 For doctoral students, the Service Fee begins from **SEVENTH (7th)** semester until obtaining the Senate endorsement for completion of the study.

3.1.5.2 For master students, the Service Fee begins from **FIFTH (5th)** semester until obtaining the Senate endorsement for completion of the study.

3.2 Structure of Fees

3.2.1   The postgraduate fee structure is as in Table 3.1.

Table 3.1: The Details of Fee Structure

Fee Structure	Detail of Fees	Payment
Registration Fee	Orientation Registration Alumni Student Smart Card	Only once upon admission
Service Fee	Student Activities Insurance Administration	Every semester
Tuition Fee	Tuition Fee	Every semester
Thesis Examination	Examination Fee	Upon submission of thesis for examination
	Re-examination Fee	Upon resubmission of thesis for examination

*Fees of Thesis Examination (subject to change by the University authorities):
RM 2,500 for Doctoral programme
RM 1,500 for MSc programme

3.2.2   A student who UG or UM, is required to pay tuition fees based on the number of credits taken.

3.2.3   A student is required to pay his Thesis Examination Fee before the date of viva voce.

3.2.4   UTeM reserves the right to change the fee structure and other charges when necessary.

3.3 **Other Types of Charges**

3.3.1 Other types of charges payable by students are presented in Table 3.2.

Table 3.2: Other Types of Charges Payable by Students*

Types of Changes	Amount
Processing fee for new application	RM 50 for local candidates RM 100 for international candidates
Late course registration	RM 5.00 per day to a maximum of RM 200.00
A copy of the Academic Transcript	RM 100.00
A copy of the Degree Scroll	RM 200.00
Change of Programme/Change of Registration Mode	RM 200.00
Appeal to review examination results	RM 100.00 per course
Registration after add/drop period	RM 5.00 per day to a maximum of RM 200.00

Any discrepancies between charges under this Regulation and other specific postgraduate academic programme such as "Peraturan dan Garis Panduan Program Pesisir Pascasiswazah Universiti Teknikal Malaysia Melaka'', the charges under the specific postgraduate academic programme shall prevail.

3.3.2 A candidate who fails to pay any fees or other payments or any part there of or any payment due can be penalised in any **ONE (1)** or a combination of the following:

    i)   Barred from registering for courses;
    ii)   Barred from sitting for examinations;
    iii)   Suspended from examination results;
    iv)   Suspended from studying at UTeM;
    v)   Terminated from the programme;
    vi)   Suspended from attending the convocation;
    vii) Prohibited from collecting the transcript; or
    viii) Barred from using UTeM's facilities.

3.4 Any matters related to financial implication in this Regulation shall be brought to the attention of UTeM's Board of Directors and Standing Finance Committee (JTK).

REGULATION 4 : REGISTRATION

4.1 **Registration of Programme**

4.1.1 All students are required to register for a programme of study that is offered at the beginning of each semester.

4.1.2 A new candidate must enrol at UTeM before the commencement of classes in his first semester of study, within the period specified by SPS. Failure to enrol within the specified period may result in the withdrawal of the offer of admission by UTeM.

4.1.3 A new research candidate is allowed to register for a programme until week 12 of the semester.

4.1.4 A senior student must register for the programme in every subsequent semester during the period of study. Failure to register for the programme and/or courses will result in the student being categorised as 'Inactive' for the semester.

4.1.5 The 'Inactive' semester will be counted as part of the duration of studies.

4.1.6 A student who is inactive for **TWO (2)** consecutive semesters will be terminated.

4.1.7 Upon registration in the following semester, a student who has been inactive for the previous semester must pay the related fees and fine at a prescribed rate.

4.1.8 Students Registering in other institutions.

4.1.8.1 A student of UTeM is not allowed to register for studies in any other institution of higher learning during his studies at UTeM, unless permission is granted by the Senate.

4.1.8.2 Any student found to have registered for studies at any other institution without obtaining approval from the Senate may be dismissed from UTeM and denied a refund of fees.

4.2 Deferment of Registration as New Candidate

4.2.1   A successful applicant who has been issued an offer of admission to pursue his postgraduate studies at UTeM may apply to defer his enrolment for a maximum of **ONE (1)** academic year.

4.2.2   The Dean of SPS shall decide on the applications for deferment of enrolment. Should the Dean of SPS reject such an application, the student shall be required to enrol on the date originally set by SPS. Failure to do so will result in the withdrawal of the offer of admission.

4.2.3   If a candidate fails to register during the allotted time without a reason acceptable to UTeM, the letter of offer will be void.

4.3 Re-registration of Programme

4.3.1   A research student is allowed to appeal to UTeM for the return of the registered student status only once when the status as registered student has been TERMINATED due to any of the following reasons:

     i)   Inactive for **TWO (2)** consecutive semesters;
     ii)   Fail to pay the required fee within specified time; or
     iii)   Fail grade in progress report.

4.3.2   A coursework student is allowed to appeal to UTeM for the return of the registered student status only once when the status as registered student has been **TERMINATED** due to any of the following reasons:

     i)   Inactive for **TWO (2)** consecutive semesters;
     ii)   Fail to pay the required fee within specified time; or
     iii)   Obtain **KG** in coursework.

4.3.3   A mixed-mode student is allowed to appeal to UTeM for the return of the registered student status only once when the status as registered student has been **TERMINATED** due to any of the following reasons:

     i)   Inactive for **TWO (2)** consecutive semesters;
     ii)   Fail to pay the required fee within specified time;
     iii)   Obtain **KG** in coursework; or
     iv)   Fail grade in progress report of dissertation.

4.3.4   Appeal can be made to UTeM through the Dean of SPS with the recommendation from the Dean of the Faculty.

4.3.5   A student may apply to SPS to re-register within **FOUR (4)** weeks after the release of the examination results.

4.4 **Change of Registration Mode (Full-time/Part-time)**

4.4.1 A research student (except for an Industrial PhD student) who has enrolled at UTeM may apply to change registration mode with valid reasons for change of mode of registration subject to Faculty's approval.

4.4.2 Change of Registration Mode fee will be charged for a change of mode of registration.

4.5 **Registration of Courses/Progress Report**

4.5.1 All students are required to maintain an active status in order to register for courses/progress report.

4.5.2 For new students, registration of courses/progress report must be done within the first **TWO (2)** weeks of the programme registration.

4.5.3 For new students taking modular courses, registration of programme and courses must be done within the **FIRST (1st)** week of the regular semester OR the **FIRST (1st)** week of the chosen modular course.

4.5.4 A senior student must register for the courses/progress report in every subsequent semester during the period of study within the first **FOUR (4)** weeks of a regular semester or the first **ONE (1)** week of a special semester.

4.5.5 For senior students taking modular courses, registration must be done within the **FIRST (1st)** week of the regular semester.

4.5.6 The registration of courses (including Research Mode) later than the specified time will be considered as late registration and will be charged a late registration fine at a prescribed rate.

4.5.7 A student (including Research Mode) who has not registered for any courses by the end of **FOURTH (4th)** week of a regular semester without any reasons acceptable to UTeM or has not been granted a leave of absence will be categorised as an "Inactive" student. In order to be active for the semester, the student must pay all fees and fine for late registration.

4.5.8 The 'Inactive' semester will be counted as part of the duration of studies.

4.5.9 A student who is inactive for **TWO (2)** consecutive semesters will be terminated.

4.5.10 Failure to register for the courses/progress report will result in the student being categorised as 'Inactive' for the semester.

4.5.11   Upon registration in the following semester, a student who has been inactive for the previous semester must pay the related fees and fine at a prescribed rate.

4.5.12   A student who has sat for viva voce must also register for the progress report until the declaration of Senate decision for the award of degree.

4.5.13   Registration of courses/progress report later than the specified time will be considered as late registration and will be charged a late registration fine at a prescribed rate.

4.6   Types of Courses

4.6.1   Course in the programme include:

i)   Core (including Master Project), elective and compulsory UTeM courses as prescribed in the programme of study and these courses are requisites for graduation requirements.

ii)   Progress Report for the Research and Mixed Mode Programme.

4.6.2   Special Requirement Courses

4.6.2.1   If deemed necessary by the Faculty, a student may be required to register for special requirement courses in addition to the graduation requirements of his programme of study.

4.6.3   Pre-requisite Courses

4.6.3.1   When deemed necessary and with the approval of JKPS, the Faculty could propose that a student registers for specific undergraduate courses **between THREE (3) and TWELVE (12) credits** that are relevant to the postgraduate programme.

4.6.3.2   A student must pass the pre-requisite courses (with a minimum grade of **D**) to be eligible to register for the specific postgraduate programme.

4.6.4   A student needs to pay for all courses taken.

4.7 Add and Drop Courses

4.7.1 A student is responsible for verifying the registration of the courses and making any correction within the prescribed period.

4.7.2 A student may add or drop a course from the portfolio of compulsory courses, hence adhering to the minimum credit requirement in a regular semester as stipulated in Table 8.2.

4.7.3 The exercise for add and drop courses shall be allowed during a period of **FOUR (4)** weeks from the beginning of a regular semester or **ONE (1)** week for special semester for which fees due will be charged accordingly.

4.7.4 Students taking modular courses can add and drop the courses only during the **FIRST (1st)** week of the particular module.

4.7.5 Failing to comply with Regulation 4.7.3, a student will be fined at a prescribed rate.

4.8 Withdrawal (TD) from Course

4.8.1 A student may submit an application to SPS for withdrawal from any course that he has registered. Such an application must be made between the **FIFTH (5th)** and **TWELFTH (12th)** lecture week of a regular semester or between the **SECOND (2nd)** and the **SIXTH (6th)** lecture week of a special semester.

4.8.2 For withdrawal of courses, a student must get the recommendation from his lecturer and approval of the Dean/Deputy Dean (postgraduate studies) of the respective Faculty.

4.8.3 For students taking modular courses, withdrawal from courses is not applicable during the **FIRST (1st)** week of the modular course.

4.8.4 The remaining total number of credit hours must not fall below the minimum workload as stipulated in Table 8.2.

4.8.5 There will be no refund of tuition fees, for withdrawal from any course. A student is required to pay full fees based on the credit taken upon re-registration of the course in the other semester.

4.9 Residential Period

4.9.1   All postgraduate students (excluding Industrial PhD student) are required to be in UTeM (physical/non-physical) for minimum **FOURTEEN (14)** days per academic session.

4.10 Visiting/Mobility Students

4.10.1   UTeM/Non-UTeM students may apply to register courses at UTeM or Home University.

4.10.2   Students who wish to commence their studies at UTeM shall put in their applications to SPS at least **THREE (3)** months before the beginning of the semester.

4.10.3   The application is made through the Faculty, approved by JKPS.

4.10.4   All registered courses shall be graded accordingly and a transcript of the courses taken shall be issued by SPS.

4.11 Withdrawal of Candidature

4.11.1   A registered student who wants to withdraw from a graduate programme must apply with recommendation from Principal Supervisor (for Research mode students) and Faculty Dean as well as the Dean of SPS.

4.11.2   Approval is subject to clearance by the relevant departments.

4.11.3   There will be no refund of tuition fees for a registered senior student who withdraws from a postgraduate programme after the **FOURTH (4th)** week of academic semester.

4.11.4   A new student who has registered after the **FOURTH (4th)** week of the academic semester, there will be no refund of tuition fees for withdrawal after the second week of his registration.

4.11.5   A student is fully responsible for the implications of his withdrawal. UTeM will claim from the student of any outstanding fees.

4.12 **Termination**

4.12.1   A student shall be terminated if:

i)   Status is "Inactive" without notice for **TWO (2)** consecutive semesters;

ii)   Upon the endorsement of JKPSF/JKPSI and approved by JKTSPS and will be certified by Senate if his academic performance is found to be unsatisfactory;

iii)   Duration of study exceeds the maximum period of candidature as stipulated in Regulation 6.1;

iv)   Fails to register within the specified period of time;

v)   Giving false or misleading information/documents;

vi)   Fails to settle tuition fees or other payments within the specified time

vii)   Fails to complete thesis correction within the given timeframe; or

viii)   Breach any or all provisions of this Regulations.

5.1   **Mode of Programme**

5.1.1   Subject to the availability of the selected programme at the respective faculties, student may choose **ONE (1)** of the following modes:

i)   Research;
ii)   Mixed Mode; or
iii) Coursework.

5.1.2   The Research Mode focuses mainly on the research activities as the main requirement for graduation. The assessment consists of thesis evaluation and oral examination. Candidate in this programme is expected to undertake compulsory courses and/or any required courses prescribed by UTeM.

5.1.3   The Mixed Mode refers to the combination of taught courses and at least 50% of research component. The taught courses component may include assignments, case studies, and written assessment. The research component consists of dissertation evaluation and oral examination.

5.1.4   The Coursework Mode refers to programme that consist of taught courses and less than 50% Master Project. The taught component comprises up to 60% continuous assessment component which may include assignments, case studies, and written assessments. The maximum allocation for the final assessments (if any) is 40%.

5.1.5   The percentage of research component to the total credit hours requirement and the category of reports for all the three modes are as summarized in Table 5.1.

Table 5.1: Percentage of Research and Taught Course
Component and Category of Report

Mode of Programme	Percentage of Research	Percentage of Taught Course	Category of Report
Research	More than 80%	Less than 20%	Thesis
Mixed Mode	Equal or more than 50%	Equal or less than 50%	Dissertation
Coursework	Less than 50%	More than 50%	Master Project/Project Paper/Dissertation

5.2 **Change of Programme**

5.2.1 A student who has enrolled at UTeM may apply with valid reasons for change of programme (same level of programme) in the **FIRST (1ˢᵗ)** regular semester of his studies.

5.2.2 Should the student apply to change his programme of study within the allowable period as in 5.2.1, the JKPSF/JKPSI shall have the prerogative to decide on such application.

5.2.3 Should the student apply to change his programme of study within the allowable period as in 5.2.1 from one Faculty to another, the decision shall be made by JKTSPS upon the recommendations of the releasing Faculty and the accepting Faculty.

5.2.4 A new candidate is allowed to apply for a change in his offered programme of study from one Faculty to another prior to the registration of his enrolment in the first Semester for the programme. Subject to the decision made by the JKPS upon the recommendations of the releasing Faculty and the accepting Faculty on such application.

5.2.5 If the request for change of programme is made before/within the **FOURTH (4ᵗʰ)** week of a semester, tuition fees will be transferred to the new registered programme. After the **FOURTH (4ᵗʰ)** week, the student is required to pay the tuition fees for both programmes of the particular semester.

5.2.6 A Change of Programme fee shall be charged to a registered student who applies for a change of programme.

5.3 **Conversion of Programme**

5.3.1 Conversion from Master (by Research) to Phd Programme

5.3.1.1 A student with a bachelor's degree and a CGPA of 3.30 who has registered for a Master (by Research) in UTeM may apply to convert his enrolment to the PhD programme within the first **TWO (2)** semesters (for full-time students) and **FOUR (4)** semesters (for part-time students) subject to:

i) Competency and extraordinary capability shown in conducting research at the doctoral degree level;
ii) RIE by the Faculty;
iii) Endorsed by JKTSPS; and
iv) Approval by the Senate.

5.3.1.2 A student with a bachelor's degree CGPA of 2.75 with a minimum of **FIVE (5)** years' experience in industry who has registered for a Master (by Research) in UTeM may apply to convert his enrolment

to the PhD programme within the first **TWO (2)** semesters (for full-time students) and **FOUR (4)** semesters (for part-time students) subject to:

    i)   Competency and extraordinary capability shown in conducting research at the doctoral degree level;

    ii) RIE by the Faculty;

    iii) Endorsed by JKTSPS; and

    iv) Approval by the Senate.

5.3.1.3 A master's student who is applying for conversion of his candidature must submit a revised research proposal of PhD programme endorsed by the Principal Supervisor. This application must be done in written form to the Dean of SPS via the Dean of the Faculty.

5.3.1.4 The semesters that have already been taken during the master programme are calculated and included in the PhD duration period.

5.3.1.5 A student will not be awarded a master's degree as an exit award if his achievement does not meet the PhD level.

5.3.2   Conversion from Phd Programme to Master (by Research)

5.3.2.1 A PhD student who is applying for conversion to master programme, must fulfilled the following requirements and the application must be done in written form to the Dean of SPS via the Dean of the Faculty:

    i)   The thesis is yet to be assessed by TE;

    ii) The student must be within minimum period of study in the doctoral programme; and

    iii) Fulfilled the minimum requirement of a master's degree.

    iv) RIE by the Faculty;

    v) Endorsed by JKTSPS; and

    vi) Approval by the Senate.

6.1 **Specific Duration of Studies**

    6.1.1   Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the following minimum and maximum duration shown as shown in Table 6.1.

Table 6.1: Duration of Study

Programme	Full-time (semester)			Part-time (semester)		
	Min	GOT	Max	Min	GOT	Max
PhD	6	8	16	8	12	16
Industrial PhD	6	8	16	-	-	-
Master (by Research)	4	4	10	6	6	10
Master (by Mixed Mode)						
Master of Electrical Engineering	4	4	6	-	-	-
Master of Mechanical Engineering	4	4	6	4	6	10
Master (by Coursework)						
Master of Electrical Engineering Master of Mechatronic Engineering Master of Electronic Engineering	2	4	4	4	6	8
Master of Manufacturing Engineering	2	4	6	4	6	8
Master of Manufacturing Engineering (Advanced Materials and Processing)	3	4	6	6	6	8
Master of Computer Science Master of Software Engineering (Mobile Development) Master of Technology (Data Science and Analytics)	2	4	6	4	6	8
Master of Information Systems	2	4	6	3	6	8
Master of Mechanical Engineering	2	4	5	4	6	10

Programme	Full-time (semester)			Part-time (semester)		
	Min	GOT	Max	Min	GOT	Max
Master of Business Administration Master of Technovation	4	4	8	4	6	12
Master of Engineering Business Management Master of Business Information Management	2	4	4	4	6	8

6.1.2   The maximum allowable period of extension is **TWO (2)** semesters for Doctoral or Master (by Research). JKPS reserves the right whether or not to approve a further extension. The student shall apply to Faculty for semester extension in the last semester.

6.1.3   The failure to complete studies within the given duration shall result in the termination of candidature.

6.1.4   Under special circumstances, a student may apply for early graduation prior to the minimum duration of studies as specified in Table 6.1 with the recommendation of Faculty and the final approval from Senate if he can show extraordinary progress in his research subject to the fulfilment of all graduation requirements. The criteria of extraordinary are as of Table 6.2:

Table 6.2: Extraordinary Graduation Criteria

Programme	Impact Journals	Criteria of Thesis
Doctoral	Minimum **TWO (2)** indexed journal: 1. WOS; or 2. Scopus (Q1/Q2/Q3)	Pass; or Pass with minor correction; and Recommended by TEP for academic excellence award
Master (by Research)	Minimum **ONE (1)** indexed journal: 1. WOS; or 2. Scopus (Q1/Q2/Q3)	Pass; or Pass with minor correction; and Recommended by TEP for academic excellence award

6.1.5   The first year (**TWO (2)** semesters) in which pre-requisite or special requirement courses taken for conditional offers will not be counted in the student total duration of studies.

6.1.6   The maximum studies duration for Doctoral and Master (by Research) is not bound to viva voce date subject to Regulation 10.

6.2   **Deferment of Study (TP)**

6.2.1   Student may apply for TP for a maximum of **TWO (2)** semesters throughout his study period.

6.2.2   An application for TP shall be made to the respective Dean of Faculty for recommendation and thereafter shall be submitted to the Dean of SPS for approval.

6.2.3   A student is required to be on active status at the time of application for TP. A student who wishes to take leave of absence for personal reason must apply prior to the commencement of the next semester.

6.2.4   The tuition fee for the semester will be refunded if the student defers his studies within the **FOURTH (4th)** week of the semester.

6.2.5   TP other than medical/emergency reasons or UTeM/National interests will be counted as part of student's period of studies.

6.2.6   The decision to approve the application for TP is the prerogative of the Dean of SPS.

6.2.7   A student who defers his studies for **TWO (2)** consecutive semesters is required to register in the subsequent semester. Failing which, the student may be terminated.

REGULATION 7 : RESEARCH MODE

7.1 **Research Proposal Defence (RPD)**

7.1.1 A research student must prepare a research proposal that would provide the plan of the research work including problem definition, research objectives, literature review, research methodology, expected results and major references.

7.1.2 A full-time and a part-time research student is required to present his RPD in active regular semesters after registration based on Table 7.1, failing which the student may be given **TM** status.

Table 7.1: Duration of RPD

Mode of Study	Master (by Research)	Doctoral
Full-time	6 – 12 months	6 - 18 months
Part-time	6 - 18 months	6 – 30 months

7.1.3 The research proposal must be assessed by the panels appointed by the Faculty. The result shall be endorsed by the Faculty.

7.2 **Supervision**

7.2.1 A research student may propose his preferred Supervisory Committee for research work initiated by him.

7.2.2 In the absence of any candidate of supervision, Faculty has the right to assign the appropriate Supervisory Committee.

7.2.3 The appointment of Supervisory Committee is subjected to UTeM's supervision requirement.

7.2.4 The Principal Supervisor functions as an academic advisor to the student.

7.2.5 If deemed necessary, UTeM may appoint Supervisory Committee from academics on secondment, transferred or retired from UTeM, or qualified individuals from any other institutions.

7.2.6 Supervisory Committee shall not in any manner be personally related to the supervised student and shall not in any manner be personally related to each other. A relationship shall include but not limited to the following:

i)   A family relationship (which includes marriage);
ii) A business/commercial/financial relationship; or

iii) Any other personal relationships which may give rise to conflict of interest.

7.2.7   Appointment of Supervisory Committee

7.2.7.1   The Faculty shall recommend the appointment of Supervisory Committee for master and doctoral students together with the submission of the candidate's admission application for UTeM approval.

7.2.7.2   In principle, supervision should comprise of:

i)   Principal Supervisor; and/or
ii) Supervisor; and/or
iii) Field Supervisor; and/or
iv) Industry/practitioner supervisor.

7.2.7.3   The Principal Supervisor must be an academic staff of UTeM and holds primary responsibility for the student.

7.2.7.4   Academics who hold the student status in UTeM or other institutions are not allowed to supervise research students.

7.2.7.5   If deemed necessary, the student may apply for the appointment of a Field Supervisor whose knowledge is essential to the research work.

7.2.7.6   The JKPS shall have the right to determine the criteria as well as decide on the appointment of all Supervisory Committee.

7.2.7.7   Table 7.2 shows the maximum number of postgraduate students by research according to the position that is allowed to be supervised at a time in UTeM.

Table 7.2: Maximum Number of Students by
Principal Supervisor

Position	Maximum Number of Students
Professor	15
Associate Professor	10
Senior Lecturer	8

7.2.7.8   The JKTSPS may grant a Principal Supervisor's request to exceed the limit of the maximum number of postgraduate students with the condition that the Principal Supervisor must demonstrate excellent performance in his supervision.

7.2.7.9 The above number does not include students who have completed his oral examination.

7.2.7.10 Maximum number of students as stated in Table 7.2 is not applicable for supervisor.

7.2.7.11 The qualification requirements of Supervisory Committee to be eligible to supervise doctoral students are based on the criteria as stipulated in Table 7.3.

7.2.7.12 The qualification requirements of a Supervisory Committee to be eligible to supervise master students based on the following criteria as stipulated in Table 7.4.

7.2.7.13 The criteria of the Extensive Experience in Research for the appointment of Supervisory Committee with a master's degree qualification is as shown in Table 7.5. The Supervisory Committee candidate shall fulfil at least **FOUR (4)** of the impact criteria as stated in Table 7.5.

Table 7.3: Requirements for Appointment of Academic Supervisory Committee for Doctoral Students

Terms Criteria	Supervisory Committee with Master's Degree Qualification		Supervisory Committee with Doctoral Degree Qualification	
	Principal Supervisor	Supervisor	Principal Supervisor	Supervisor
Experience in related teaching and research (*starting from the appointment of Lecturer with master's degree Qualification)	Either with Senior Lecturer status **OR** has served for more than **FIVE (5)** years	Either with Senior Lecturer status **OR** has served for more than **FIVE (5)** years	Has served for more than **TWO (2)** years	Has served for more than **TWO (2)** years
Experience in postgraduate supervision	Has graduated **ONE (1)** master's degree (by research) student	Not Considered	Has graduated **ONE (1)** master's degree (by research)/PhD student as Supervisor **OR** Supervising **ONE (1)** master's degree (by research)/PhD student as Supervisor and published **TWO (2)** indexed journals in related field.	Not Considered
Extensive experience in research	Must fulfil the Impact Criteria as stipulated in Table 7.5		Not Considered	Not Considered
Structured Supervisory Committee training	Compulsory (The selected Supervisory Committee by the Faculty are required to attend the supervision training handled by Centre for Academics Excellence and Scholarship (CAES))			

Table 7.4: Requirements for Appointment of Academic Supervisory Committee for Master Students

Terms Criteria	Supervisory Committee with Master's Degree Qualification		Supervisory Committee with Doctoral Degree Qualification	
	Principal Supervisor	Supervisor	Principal Supervisor	Supervisor
Experience in related teaching and research; (*starting from the appointment of Lecturer with master's degree Qualification)	Either with Senior Lecturer status OR has served for more than **FIVE (5)** years	Either with Senior Lecturer status OR has served for more than **ONE (1)** year	Not Considered	Not Considered
Experience in postgraduate supervision	At least currently supervising/has supervised **ONE (1)** master's degree (by research)/PhD student (*Excluding appointment of supervisor for Coursework Students)	Not Considered	Not Considered	Not Considered
Extensive experience in research	Not Considered			
Structured Supervisory Committee training	Compulsory (The selected Supervisory Committee who are selected by the Faculty are required to attend the supervision training handled by Centre for Academics Excellence and Scholarship (CAES))			

Table 7.5: Impact Criteria of Doctoral Degree Supervision Based on Extensive Experience in Research for Academic staf with Master's Degree Qualification

No.	Impact Criteria	S&T	Non-S&T
1	Research grant as Principal Researcher (excluding UTeM grant)	Minimum **ONE (1)**	Minimum **ONE (1)**
2	Professional qualification *Example (not limiting to): Ir., Ar., FRCP, Sr., Ts.,C.Eng, ACCA, MICPA, ICAS, ICAEW, ICAI, NZICA, CICA, CIMA, MMed others.*	Compulsory	Not Compulsory
3	H-index (SCOPUS)	Minimum H-Index 5	Minimum H-index 3 **OR** publication of at least **THREE (3)** Scientific books
4	Published indexed journal articles for the past **THREE (3)** years.	Minimum of **SIX (6)** articles	Minimum of **SIX (6)** articles
5	Evaluated journal articles/books	Minimum of **FIVE (5)**	Minimum of **FIVE (5)**
6	Intellectual Property registered with MyIPO	Minimum of **ONE (1)**	Minimum of **ONE (1)**

7.2.7.14 If deemed necessary, the appointment of non-academicians from industry or practitioners to supervise doctoral and master students (by Research and Mixed Mode) must meet the qualification and working experience requirements specified in Table 7.6 and 7.7.

Table 7.6: Requirements for Appointment of Supervisor from Industry/practitioners for Doctoral Students

Term Criteria	Supervisor with Master's Degree Qualification	Supervisor with Doctoral Degree Qualification
Working experience in the relevant field	Has served for more than **TEN (10)** years	Has served for more than **THREE (3)** years

Table 7.7: Requirements for Appointment of Supervisor from Industry/practitioner for Master (by Research) and Mixed Mode Students

Term Criteria	Supervisor with Master's Degree Qualification	Supervisor with Doctoral Degree Qualification
Working experience in the relevant field	Has served for more than **FIVE (5)** years	Has served for more than **ONE (1)** years

7.2.8   Responsibilities of Supervisory Committee

7.2.8.1   To assume responsibility for the student by directing and supervising his programme.

7.2.8.2   To assist the student in preparing his proposal defence and study plan based on the research background, present progress and performance evaluation.

7.2.8.3   To identify any weakness and evaluate the student's progress and performance in major or minor/supporting areas via consultation with the assessment panel (if necessary).

7.2.8.4   To advise the student to attend courses that are relevant to the field of research and to conduct relevant background reading and literature survey/review.

7.2.8.5   To advise the student on scholarly activities including seminars, workshops, paper writing, presentations, conferences, and academic discussions

7.2.8.6   To supervise and guide the student in the process of proposing and preparing his research work, indicating areas in the research that need amendments, corrections and revision, misconduct in his research work and to suggest the necessary changes needed to improve the quality of the research.

7.2.8.7   To ensure that the student has access to the required resources and tools to proceed with the research work.

7.2.8.8   To ensure regular contact with the student, oversee the successful completion of the study plans within the time frame, and submit the progress report as required.

7.2.8.9   To prepare a progress report on student's research/academic performance at the end of each semester to UTeM.

7.2.8.10 To verify and ensure that the research work is up to acceptable standard in content quality and presentation style and that it is ready for thesis submission.

7.2.9   In certain cases where the Principal Supervisor, who will be coming to the end of their services, the Faculty should ensure that a replacement of the Principal Supervisor is appointed at least **SIX (6)** months prior to the end of the service date. A new Principal Supervisor need to be appointed to take on the responsibilities upon the retirement of the existing Principal Supervisor. The student should be consulted prior to the decision by the Faculty.

7.2.10   In certain cases where any one of Supervisory Committee are unable to complete his supervision due to sabbatical leave, post-doctoral attachment, certain extended leave, or any unforeseen circumstances, the Faculty may submit application for Change of Supervisor(s) to SPS for appointment of new member(s) subject to approval of JKPS.

7.2.11   Through a monitoring process, if deemed necessary due to leave (medical leave/sabbatical/contract expired/death) of Principal Supervisor or any other unforeseen circumstances, the Supervisory Committee shall verify the corrected thesis/forms/any documents.

7.3 Conducting Research Outside of UTeM

7.3.1   All research activities for postgraduate programmes (except Industrial PhD) preferably conducted in UTeM. However, in special circumstances, Faculty with recommendation from the Supervisory Committee can allow whole/part of the research activities to be conducted outside of UTeM subject to the following conditions:

7.3.1.1   Student can prove that the works and facilities are related to the research activities.

7.3.1.2   UTeM has the ownership of the output of the research activities unless there is a separate agreement made between the student and UTeM.

7.4 Research or Industrial Attachment

7.4.1   Students may be required by the faculty to undergo research or industrial attachment in order to be familiarised with the professional environment.

7.4.2   This requirement may be fulfilled within or outside UTeM, depending on the availability of vacancies and the relevance of the available position to the student's area of specialization.

7.4.3 The Faculty shall assign the student to a specific institution/organization for research/industrial attachment, or, alternatively, the student may apply to carry out the attachment in the institution of his own choice. Such an application shall be made to the Faculty accompanied by a written consent from an authorised official of the proposed organisation.

7.4.4 The student may be required to submit a report at the end of his attachment to the Faculty. The Faculty may also request the student's supervisor in the institution/organization to submit a report on the student's performance during the research or industrial attachment.

7.5 Thesis Submission

7.5.1 A Doctoral/Master (by Research) candidate is required to produce and submit a research work that constitutes an original contribution to the field of research.

7.5.2 A recommended doctoral thesis shall be between 20,000 and 70,000 words.

7.5.3 A recommended master thesis shall be between 10,000 and 35,000 words.

7.5.4 The total number of words only accounts for the main text and does not include abstract, footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, references, others.

7.5.5 A thesis must be written in English or *Bahasa Melayu*. International Students, who intend to write thesis in *Bahasa Melayu*, an approval from the Faculty is required. All thesis, regardless of the language in which they have been written must have an abstract in both English and *Bahasa Melayu*.

7.5.6 A student is not permitted to re-submit any thesis which has previously been examined by UTeM, or any other university, but may include parts of his previous work provided they are clearly declared.

7.5.7 All submitted thesis must follow the "Guidelines for the Preparation of Thesis, Dissertation and Report for Graduate Programmes" issued by SPS.

7.6   **Submission Process of a Thesis**

7.6.1   The following procedures shall be observed in sequence for the submission and approval of a doctoral/master thesis:

7.6.1.1   A thesis needs to be read and checked by the Supervisory Committee and endorsed by the JKPSF/JKPSI. Only a registered/active student is allowed to submit his thesis.

7.6.1.2   A student intends to submit his thesis shall submit Notice of submission by:

i)   Uploading **ONE (1)** final softcopy of thesis; and
ii)   Uploading Turnitin Report of thesis not more than **TWENTY-FIVE percent (25%)** similarity index.

7.6.1.3   Student is encouraged to upload at least **ONE (1)** submitted journal article/technical report/book chapter/peer review/proceeding for Master (by Research), PhD and Industrial PhD;

7.6.1.4   Students shall be the first or second authors of submitted journal article/technical report/book chapter/peer review/proceeding. If the student is the **second author**, the first author shall be the **Supervisory Committee** for the student. All the submitted articles shall affiliate UTeM under the student's name.

7.6.1.5   The student is also required to pay the thesis examination fee in Regulation 3.

7.6.1.6   The JKPSF/JKPSI shall recommend to JKPS for the appointment of examiners for the thesis upon the notice of submission.

7.7   **Publication of Research Work**

7.7.1   A student may, with the approval of his Supervisory Committee, publish journal article/technical report/book chapter/peer review/proceeding on his research work during the course of his studies provided that in all such papers due reference is made to UTeM. Furthermore, it should be indicated that the research work has not been approved yet by UTeM authorities as fulfilment of the postgraduate degree requirements.

7.7.2   A student may publish for his postgraduate programme the findings of research work conducted prior to his admission to UTeM or as part of his job requirements, provided that the research work is related to the approved area of his studies and is the result of his efforts.

7.7.3 A student who wishes to delay public access to his research findings may apply to maintain a temporary confidentiality of his research. The maximum period for which public access may be denied is **THREE (3)** years from the date of conferment of degree.

7.7.4 With UTeM's permission, a student may publish the approved research work partially or fully on the condition that he states that the work has been submitted to UTeM in fulfilment of his conferment of degree requirement.

7.7.5 UTeM and the author of the research shall be joint copyright holders of the research report submitted to UTeM, regardless of whether the research report has been approved for the award of the degree or not.

7.8 **PhD by Published Work**

7.8.1 For PhD by published work, the programme structure must meet the following requirements:

7.8.1.1 The minimum duration of candidature is **SIX (6)** months and must not exceed **TWO (2)** years.

7.8.2 A Supervisory Committee must be appointed to:

7.8.2.1 Guide the candidate in choosing the published work for the submission.

7.8.2.2 Guide the candidate in preparing a thesis that is coherent with the theme of specialisation.

7.8.3 Thesis requirements:

7.8.3.1 Published work must encompass high impact factor journals, monographs, books, research-based chapters in books, high impact and high quality electronic publications, creative works, and artifacts in the field.

7.8.3.2 The articles must be published within a period not exceeding **TEN (10)** years from the date of submission.

7.8.3.3 For the **FIVE (5)** nominated publications, the candidate must be either the principal author or second author.

7.8.3.4   The thesis must contain:

    i)   An introductory chapter, literature review, research methodology (where applicable), discussion and conclusion which explains the significance of the contributions and also references;

    ii)   Attachment of the scholarly published works;

    iii)   Acknowledgement of co-authors and verification of originality. Each published work must begin with a clear statement about the contribution made by each author in any joint published work;

    iv)   A summary of the major findings of each of the published works. It should explain how the work is integrated into one coherent intellectual framework, and how, when taken together, it contributes to knowledge in the relevant field.

8.1 **Academic Advisory**

    8.1.1 Students in the Coursework/Mixed Mode will be guided by an academic advisor designated by the Faculty.

    8.1.2 The academic advisor shall be responsible for guiding and advising a student on all academic matters related to his postgraduate studies.

8.2 **Supervision**

    8.2.1 A candidate enrolled in a Coursework must produce a Master Project/Project Report, whereas a candidate enrolled in a Mixed Mode Course must write a dissertation. This is carried out under the supervision of a Faculty appointed research supervisor.

    8.2.2 Supervisory Committee for doctoral students (Mixed Mode/Coursework) shall be appointed in accordance with Regulations 7.2.7.11, 7.2.7.12, and 7.2.7.13.

    8.2.3 If deemed necessary, the appointment of non-academicians from industry or practitioners to supervise doctoral students (Mixed Mode/Coursework) and master students (Mixed Mode) must meet the qualification and working experience requirements specified in Regulation 7.2.7.14, and the supervisor appointed for Master (by Coursework) students must meet the requirements specified in Table 8.1.

Table 8.1: Requirements for Appointment of Supervisors from
Industry/practitioner for Master (by Coursework) Students

Criteria	Supervisor with a Bachelor's Degree Qualification	Supervisor with a Master's Degree Qualification	Supervisor with a Doctoral Degree Qualification
Working Experience in a Related Field	a minimum of **FIVE (5)** years of experience	a minimum of **THREE (3)** years of experience	a minimum of **ONE (1)** year of experience

8.3 Academic Workload

8.3.1 A full-time or part-time Coursework or Mixed Mode student must register for a minimum or maximum number of credit hours during a regular semester, as shown in Table 8.2:

Table 8.2: Minimum and Maximum Credit Hours Required for a Coursework and a Mixed Mode Program

Faculty	Mode of Programmes	Minimum Credit Hours		Maximum Credit Hours	
		Full-time	Part-time	Full-time	Part-time
Faculty of Electrical Technology and Engineering (FTKE)	Coursework	12	6	18	12
	Mixed Mode	9	-	12	-
Faculty of Electronic and Computer Technology and Engineering (FTKEK)	Coursework	12	6	18	12
Faculty of Mechanical Technology and Engineering (FTKM)	Coursework	12	6	18	12
	Mixed Mode	9	-	12	-
Faculty of Industrial and Manufacturing Technology and Engineering (FTKIP)	Coursework	12	6	18	12
Faculty of Information and Communication Technology (FTMK)	Coursework	12	6	18	12
Faculty of Technology Management and Technopreneurship (FPTT)	Coursework	12	6	18	12
Institute of Technology Management and Entrepreneurship (IPTK)	Coursework	12	6	18	12

8.3.2 Students in their final semester of a programme of study are permitted to register for fewer than the minimum or more than the maximum number of credit hours stipulated in Regulation 8.3.1.

8.3.3 Exemptions from the minimum/maximum credit hour criteria will only be considered on a case-by-case basis, subject to JKPSF/JKPSI approval.

8.4 Lecture Attendance Requirements

8.4.1 Students must attend all registered courses' lectures. Attendance of more than 80% is required for students to be eligible to take the final examination.

8.4.2 Students who do not attend at least 80% of the total lectures without written permission will be barred from taking the final examination. They will receive a **ZERO (0)** for the final mark.

8.5 Registration Requirements for Dissertation

8.5.1 Mixed Mode students may register for their dissertation writing if the following conditions are met:

8.5.1.1 Students must have a CGPA of at least 3.00. Meanwhile, students with CGPAs between 2.70 and 3.00 would be allowed to register for dissertation writing, but only with the Dean of Faculty's approval.

8.5.1.2 The research proposal must have been evaluated by the Faculty and approved by the JKPSF/JKPSI following the RPD.

8.5.1.3 A research supervisor must be assigned by JKPSF/JKPSI.

8.5.1.4 He is within the maximum period of studies.

8.5.2 The dissertation must be written in either English or *Bahasa Melayu*. International students who intend to write a dissertation in *Bahasa Melayu* must obtain permission from the Faculty. All dissertations, regardless of language, must have an abstract written in both English and *Bahasa Melayu*.

8.5.3 Students of mixed-mode studies must have the title of their dissertation approved by the Faculty before they can begin working on their dissertation.

8.6 Registration requirements for Master Project/ Project Report

8.6.1 Coursework students may register for their Master Project/Project Report with Faculty approval if they are within the maximum duration of studies.

8.7 Industrial Attachment

8.7.1 Please refer to Regulation 7.4 for a dissertation/master project/project report that requires Industrial Attachment.

9.1 **Form of Assessment**

9.1.1 The following methods of assessment can be utilised for the postgraduate programmes:

9.1.1.1 Summative Assessment:

i) Evaluation of coursework components;
ii) Evaluation of thesis, dissertation, master project or project paper;
iii) Oral presentation to defend research work; or
iv) Final examination/final assessment.

9.1.1.2 Formative Assessment:

i) Regular monitoring of research progress (for example, through a progress report, or a proposal defence); and
ii) Research presentation/colloquium/seminar/workshop; or
iii) Regular monitoring of study progress based on learning outcomes (for example, quiz, assignment or test).

9.2 **Assessment of Research Mode**

9.2.1 Research Proposal Defence (RPD)

9.2.1.1 For both master and doctoral programmes, the full-time and part-time students are required to present their RPD in active regular semesters for evaluation purposes within the duration specified in Table 7.1. Failing which, the student may be given a TM status as stipulated in Regulation 7.1.2.

9.2.1.2 The Examination Panel shall consist of **TWO (2)** academic staff (not including the Supervisory Committee) appointed by the Faculty. The Chairperson is appointed by the Dean of the Faculty.

9.2.1.3 For Industrial PhD, **ONE (1)** Industrial Panel from relevant field will be appointed as an examiner.

9.2.1.4 A summary of eligible Examination Panel and Chairperson for RPD is shown in Table 9.1.

Table 9.1: Summary of Examination Panel and Chairperson for RPD

Category	Master	PhD	Industrial PhD
Examination Panel	At least PhD holder (relevant field)	At least PhD holder (relevant field)	At least **ONE (1)** Industrial Panel (relevant field)
Chairperson	At least Senior Lecturer with at least **ONE (1)** graduated master student as Supervisor	At least Associate Professor with at least **ONE (1)** graduated PhD student as Supervisor	At least Associate Professor with at least **ONE (1)** graduated PhD student as Supervisor

9.2.1.5 The result of the RPD will be graded either **MM, TM or GG**. The examination panel will recommend whether the candidate has passed or failed.

9.2.1.6 A student who fails for the first time will be given TM status. He shall be given a second chance to submit and pass his proposal defence in the subsequent semester.

9.2.1.7 Failing for the second time, his candidature shall be terminated. However, the student may appeal subject to JKPS approval.

9.2.1.8 Supervisory Committee of the candidate shall attend the RPD as an observer.

9.2.2 Progress Report

9.2.2.1 A student is required to submit a Progress Report within the stipulated period to the Faculty in every regular semester. The progress report will be assessed by his Principal Supervisor. The result of the progress report will be graded either **MM, TM or GG** as shown in Table 9.2

Table 9.2 : Grades for Research Progress Report

Grade	Academic Standing	Marks	Condition to proceed with the study
MM	KB	50 - 100	Qualified
TM	KS	30 - 49	Conditional
GG	KG	0 - 29	Not Qualified

9.2.2.2 A student preparing his research work is awarded the MM grade only if the report submitted by his Principal Supervisor indicates satisfactory progress in research work. The academic standing attained is **KB**.

9.2.2.3 Should the Principal Supervisor report unsatisfactory progress in research work, the student may be awarded the **TM** grade which results in an academic standing of **KS**. A student will be dismissed from the programme if he obtains **KS** for **TWO (2)** consecutive semesters.

9.2.2.4 Should a student fail to upload the Progress Report within the stipulated time, he will automatically be graded **TM**.

9.2.2.5 Should the Principal Supervisor report failure in the research work, the student will be graded **GG**. The academic standing attained is **KG** and the student will be dismissed from the programme.

9.2.3 Thesis Evaluation and Viva voce

9.2.3.1 A thesis must be submitted together with a similarity check report that is generated and validated by any members of the Supervisory Committee.

9.2.3.2 The thesis and viva voce shall be evaluated by the Internal and External Examiners.

9.2.3.3 The complete process of Thesis Evaluation and viva voce must follow Regulation 10.

9.3 **Assessment of Mixed Mode**

9.3.1 The assessment of the Mixed Mode programme is in the form of assignments, final assessment, proposal defence for the taught course component and dissertation for the research component.

9.3.2 Students have to pass (minimum **B-**) in the taught courses of the programme before registering for the dissertation.

9.3.3   The grading system employed for the assessment of Mixed Mode is similar to the Coursework as shown in Table 9.3.

Table 9.3: Grade and Grade Points for Coursework/Mixed Mode

Marks	Letter Grades	Grade Points	Remarks	Credit Hours Earned
80 – 100	A	4.0	Excellent	Yes
75 – 79	A-	3.7	Very Good	Yes
70 – 74	B+	3.3	Good	Yes
65 – 69	B	3.0	Pass	Yes
60 – 64	B-	2.7	Conditional Pass	Yes
55 – 59	C+	2.3	Fail	No
50 – 54	C	2.0	Fail	No
47 – 49	C-	1.7	Fail	No
44 – 46	D+	1.3	Fail	No
40 – 43	D	1.0	Fail	No
00 – 39	E	0.0	Fail	No

9.3.4   Assessment of Research and Dissertation:

9.3.4.1   A student is required to submit a Progress Report of Research within the stipulated period to the Faculty in the semester that the student registers for the Research. The progress report will be assessed by his supervisor. The result of the progress report will be given either **MM**, **TM** or **GG** as shown in Table 9.2.

9.3.4.2   A student preparing his research work is awarded the grade **MM** only if the report submitted by his supervisor indicates satisfactory progress in research work. The academic standing attained is **KB**.

9.3.4.3   Should the supervisor report unsatisfactory progress in the research work, the student may be awarded the grade **TM** which results in academic standing of **KS**. A student will be dismissed from the programme if he obtains **KS** for **TWO (2)** consecutive semesters.

9.3.4.4   Should a student fail to submit the Progress Report within the stipulated time, he will automatically be graded **TM**.

9.3.4.5 Should the supervisor report failure in research work, the student will be graded **GG**. The academic standing attained is **KG** and the student will be dismissed from the programme.

9.3.4.6 A written report on a research work conducted is in the form of a dissertation. The format and content of the dissertation is given in the "Guidelines for Preparation of Thesis, Report of Master Project and Dissertation".

9.3.4.7 A recommended doctoral dissertation shall be between 20,000 and 60,000 words.

9.3.4.8 A recommended master dissertation shall be between 10,000 and 35,000 words.

9.3.4.9 The total number of words only account for the main text and does not include abstract, footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, references, and others.

9.3.4.10 The dissertation must be submitted together with a similarity check report that has been generated and validated by the supervisor.

9.3.4.11 The dissertation will be examined by the EP.

9.3.4.12 The EP shall consist of **TWO (2)** academic staff (not including the supervisor) appointed by the Faculty. **ONE (1)** of the examiners must be a member of the academic staff of the Faculty.

9.3.4.13 The appointment of EPs shall be based on academic qualifications and experience. Table 9.4 indicates the minimum criteria for the appointment.

Table 9.4: Criteria for Appointment of Examiners for Master (by Mixed Mode) Student

Criteria of Examiners	Candidate Examined (Mixed mode)	
	Master's Degree	Doctoral Degree
Minimum academic qualification	Master's Degree	Doctoral Degree
Minimum numbers of postgraduate students graduated	1 master student	NA
Journal publication (indexed)	2	NA

9.3.4.14 A viva voce to defend the dissertation at master and doctoral level shall be conducted in front of the OEP at the respective faculties.

9.3.4.15 The OEP shall consist of EP and Chairman appointed by the Dean of the Faculty.

9.3.4.16 The OEP will recommend whether the candidate has passed, Reviva or failed in the dissertation.

9.3.5 Students in Mixed Mode programme must pass both components (taught course and dissertation) to qualify for graduation.

9.4 Assessment of Coursework

9.4.1 The following combined methods of assessments can be utilised for the Coursework programme:

i) Evaluation of taught course components;
ii) Evaluation of Master Project/Project Paper; or
iii) Final examination/Final assessment.

9.4.2 For courses that are being assessed based on components of coursework and final examination/final assessment, the weightage for coursework shall not be less than 50% while the weightage for final examination shall not be more than 50%.

9.4.3 The academic standing for each normal semester is determined by the GPA and Cumulative CGPA. The calculation of the GPA and CGPA are as follows:

i) The GPA for each semesters is calculated by summing the product of the grade points and credit hours for each course and then dividing the result by the sum of total credit hours of the semesters; and

ii) To calculate the CGPA, the product of the grade points and credit hours for each course taken in the current and all previous semesters in summed up. The result is then divided by the total number of credit hours taken in the current and all previous semesters.

9.4.4 Each course will be continually assessed and graded. The grading system shown in Table 9.3 is employed for the assessment of the Coursework.

9.4.5 **B-** is the minimum grade for passing a course. Students shall be allowed to UG of the same course during the period of studies. The best grade between the two will be used for the calculations of the GPA and CGPA. Students are also required to pay the fees based on credits repeated. This is also applicable for Research and Mixed Mode students taking taught courses.

9.4.6 **UG** is not allowed for Master Project/Project Paper. Under certain circumstances, a student may apply to **UG** subject to the written approval of Faculty.

9.4.7 A Pass/Fail (**HL/HG**) grade will be given for courses with the status of Compulsory Attendance (**HW**).

9.4.8 Candidates enrolling in the Coursework programme shall be required to submit a report on Master Project/Project Paper according to the schedule as determined by a Faculty. The number of hard and soft copies required shall be decided by the respective faculties.

9.4.9 A Master Project/Project Paper must be written in English or *Bahasa Melayu*. International Students, who intend to write Master Project/Project Paper in *Bahasa Melayu*, need a written approval from the Faculty. All thesis, regardless of the language in which they have been written must have an abstract in both English and *Bahasa Melayu*.

9.4.10 A Master Project/Project Paper shall be between 8,000 and 20,000 words.

9.4.11 The total number of words only accounts for the main text and does not include abstract, footnotes, exhibits, figures, tables, graphs, appendices, bibliographies, references and others.

9.4.12 The Master Project/Project Paper must be submitted with a similarity index not more than **TWENTY-FIVE percent (25%)** Turnitin Report that has been generated and validated by the supervisor.

9.4.13 Faculty is responsible for evaluating and grading its Master Project/Project Paper.

9.4.14 The Master Project/Project Paper will be examined by EP.

9.4.15 EP shall consist of **TWO (2)** academic staff (not including the supervisor) appointed by the Faculty. The examiners shall be a member of the academic staff of the Faculty.

9.4.16 The appointment of EPs shall be based on academic qualifications and experience. Table 9.5 indicates the minimum criteria for the appointment.

Table 9.5: Criteria for Appointment of Examiners for Master (by Coursework) Student

Criteria of Examiners	Candidate Examined (Coursework)	
Minimum Academic Qualification	Master's Degree	Doctoral Degree
Minimum Requirement	Supervising **ONE (1)** master's degree/**ONE (1)** publications/project	NA

9.4.17   Incomplete Grade (TS)

9.4.17.1 A temporary TS grade shall be awarded to a student if he is unable to complete part of a course requirement due to unavoidable circumstances but has the potential to pass the course.

9.4.17.2 TS grade may be awarded to a student upon the recommendation of the lecturer/supervisor with the approval of the Faculty.

9.4.17.3 The student and lecturer/supervisor shall agree on a period for a student to complete the remaining requirement of the course. A student must then complete the remaining course requirement within the first **FOUR (4)** weeks of the subsequent semester.

9.4.17.4 All completed grades must be submitted to SPS within the first **FIVE (5)** weeks of the subsequent semester.

9.4.18   Student Academic Standing in the Coursework

9.4.18.1 The academic standing of a student based on CGPA is shown in Table 9.6 below:

Table 9.6: Student Academic Standing Based on CGPA

CGPA Value	Academic Standing
CGPA ≥ 3.00	KB/KBA
$2.70 \leq$ CGPA < 3.00	KS
CGPA < 2.70	KG

9.4.18.2 A student must attain a minimum CGPA of 3.00 in order to be eligible to continue studies and for graduation.

9.4.18.3 A student obtaining CGPA between 2.70 and 3.00 will be given the status of **KS** and still remain in the programme.

9.4.18.4 If a student obtains a **KS** status in **TWO (2)** consecutive regular semesters, he will be dismissed from the programme.

9.4.18.5 Should a student's CGPA fall below the CGPA 2.70, he will be dismissed from the programme.

9.4.18.6 Upon completion of a maximum number of semesters, a student who is in **KB** status, but still has certain number of credit hours to complete, will be given **KBTT**, and will be dismissed.

9.4.18.7 A student's academic standing (**KB**, **KS** or **KG**) in the programme shall be determined only upon completion of the first **NINE (9)** credit hours (for full-time student) or **SIX (6)** credit hours (for part-time student) in the programme.

9.4.18.8 Calculations of the GPA and CGPA for the Coursework and Mixed Mode shall be based on academic performance of each semester independently including the special semester:

i)   The Coursework Mode will use the CGPA for courses and Master Project/Project Paper.
ii) The Mixed Mode will use the CGPA for courses and pass/fail for dissertation.
iii) The Research Mode will use pass/fail for thesis and grade for two UTeM's Compulsary courses.

9.4.18.9 If a student fails to obtain a minimum **B-** grade in all the required courses, he must repeat those courses. Students are also required to pay the fees based on credits repeated. This is also applicable for Research and Mixed Mode students taking taught courses.

9.4.18.10 If a student fails to obtain a minimum **B-** grade in an elective course, he shall repeat the same course or replace it with another elective course as soon as the course is offered.

9.4.18.11 However, when a course is replaced by another elective course, the new course will not replace the grade of the old course.

9.4.18.12 A student whose CGPA is less than 3.00 but more than 2.70 and has completed all the coursework requirements may repair courses to improve the CGPA within the maximum period of candidature.

9.4.18.13 Request for **UG** to improve the grade of course can be made within the **SECOND (2nd)** week after the final exam in the semester in which the student is expected to obtain **KBA**. The course should be taken in the subsequent semester.

9.4.18.14 A student who has been dismissed for any of the reasons stated in sub-regulation 9.4.18 is not eligible to apply for re-admission.

9.5 Academic Standing

9.5.1 The academic standing result of the semester will be announced to students once approved by Senate.

9.5.2 The academic standing result of a student may be withheld, in whole or in part, under the following circumstances:

9.5.2.1 If a student is in debt to UTeM (excluding approved study loans made out to the student by UTeM).

9.5.2.2 If a student has in any way breached any of the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009.

9.6 Special Semester

9.6.1 Duration of Special Semester

9.6.1.1 Special Semester means a semester outside the regular semester that consists of **EIGHT (8)** weeks of lectures and examination.

9.6.1.2 The duration of a special semester shall not in any way affect the whole duration of a programme.

9.6.2 Courses Offered

9.6.2.1 Special Semester is to fulfil the graduation requirement of a programme such as repeating, repairing, and registering any other courses approved by JKTSPS.

9.6.2.2 A full-time or part-time student may register for a maximum of 2 courses offered in curiculum design for the programme in a special semester and the CGPA will be counted.

9.6.2.3 Fees shall be charged for courses which are registered.

9.6.2.4 A student, with the approval of UTeM, is allowed to withdraw from the registered courses in accordance with this regulations and procedures determined by UTeM.

9.6.2.5 A student who fail courses taken in the special semester and already reach maximum semester of study is allowed to sit for a special examination.

9.7 **Special Examination**

9.7.1 Subject to the approval of the Senate, a Special Examination can be held within a specified period of time for the following cases:

9.7.1.1 A student who is unable to sit for the Final Examination due to a medical condition must submit a medical certificate issued by UTeM Medical Officer or Government Hospital not later than **TWENTY-FOUR (24)** hours from the beginning of the examination or subject to the Senate approval.

9.7.1.2 A student who is in the maximum semester of study who passes (as indicated in Table 6.1) with **KB** status but fails a maximum of **TWO (2) UM** on the condition that he has attempted these courses every time they are offered.

9.7.2 Special Examination shall not be held in the following cases:

9.7.2.1 Courses that do not have a Final Examination.

9.7.2.2 Students who fail to sit for the Final Examination without reasons acceptable by UTeM.

9.8 **Appeal on Examination Results**

9.8.1 A student is entitled to appeal to UTeM through the Faculty for a re-evaluation of his results if he has a genuine reason that the grade (as endorsed by Senate) awarded to him for that course does not reflect his performance.

9.8.2 Such an appeal shall be applicable only for the final examination. Any change in the grade would be based on changes made in marks obtained in the final examination only.

9.8.3 An appeal will only be entertained if the application is made within **SEVEN (7)** days after the result is released upon Senate endorsement. A student shall be charged for each course appealed as stipulated in Table 3.2.

9.8.4 Marks (and grades) of a student shall be revised unconditionally if the required revision of marks (and grades) is found to be the result of calculation error made at the Faculty or SPS. The revised marks (grades) will be endorsed by the Senate.

10.1 **Thesis Examiners (TE) and Thesis Examination Panel (TEP)**

10.1.1   For Doctoral and Master (by Research) programme, the thesis will be examined by the TE and the viva voce will be carried-out by the TEP.

10.1.2   Members of TE consist of all appointed examiners and members of TEP consist of all appointed examiners and moderated by a Chairman appointed by SPS.

10.1.3   The appointed Chairman may come from a different Faculty.

10.1.4   Members of TEP shall not in any manner be personally related to the Supervisory Committee or to the student who is being examined. A relationship shall include but not limited to the following:

10.1.4.1 A family/personal relationship (which includes marriage);

10.1.4.2 Academic relationships (co-authorship in previous research publications in the past **TWO (2)** years related to the student's research or individuals who have provided intellectual input in the student's research on continued basis);

10.1.4.3 A business/commercial/financial relationship; or

10.1.4.4 Any other relationships which may give rise to conflict of interest.

10.1.5   Members of TEP shall not in any manner be personally related to each other in the current/previous supervision.

10.1.6   A total number of TE's appointment for postgraduate research programme as stipulated in Table 10.1:

Table 10.1: Appointment of TE

Category of the Candidate	Appointment of TE	
	Internal	External
PhD	1	1
PhD (Staff of UTeM)	2	1
Industrial PhD	1	1
Master (by Research)	1	1
Master (by Research) (Staff of UTeM)	2	1

10.2 Appointment of Examiners for Master Thesis

10.2.1 Examiners shall be appointed for each student from the relevant Faculty or field of studies.

10.2.2 A Master Thesis Examiners are made up of **ONE (1)** External Examiner from another university/institution and **ONE (1)** Internal Examiner who is a Faculty member of UTeM.

10.2.3 In cases where the candidate is a Faculty member of UTeM, Thesis Examiners shall consist of **TWO (2)** Internal Examiners in addition to an External Examiner.

10.2.4 The appointment of all examiners for master thesis shall be recommended by JKPSF/JKPSI and approved by JKTSPS.

10.3 Appointment of Examiners for PhD Thesis

10.3.1 A PhD thesis shall have a minimum of **TWO (2)** examiners, **ONE (1)** of whom must be an External Examiner from another university/institution while the other shall be an Internal Examiner.

10.3.2 An Internal Examiner shall be appointed from the relevant Faculty, whereas an External Examiner shall be an individual from outside UTeM with adequate qualifications and experience in the field of interest.

10.3.3 In cases where the candidate is a Faculty member of UTeM, Thesis Examiners must consist of **TWO (2)** Internal Examiners in addition to an External Examiner.

10.3.4 The appointment of all examiners for PhD thesis shall be recommended by JKPSF/JKPSI and approved by JKTSPS.

10.4 Appointment of Examiners for Industrial PhD Thesis/Dissertation

10.4.1 An Industrial PhD thesis/dissertation shall have a minimum of **TWO (2)** examiners, **ONE (1)** of whom must be an **External Industrial Examiner** from industry while the other shall be an **Internal Examiner**.

10.4.2 The External Examiner shall be appointed based on industrial experience and adequate qualifications relevant to the field of study.

10.4.3 The appointment of all examiners for Industrial PhD thesis/dissertation shall be recommended by JKPSF/JKPSI and approved by JKTSPS.

10.5 Qualification and Experience of External/Internal Examiners

10.5.1 The appointment of Internal/External Examiners shall be based on academic qualifications and experience in related field. Table 10.2 indicates the minimum criteria for the appointment.

Table 10.2: Criteria for Appointment of Internal/External Examiners

Criteria of Examiners	Student Examined	
	Doctoral	**Masters**
Minimum Academic Qualification	Doctoral Degree	Doctoral Degree
Criteria of External Examiner	Professor **or** Associate Professor/Dr. with minimum number of graduated student (**TWO (2)** Doctoral or **FOUR (4)** Master (by Research) as Principal Supervisor)	Minimum number of graduated student (**ONE (1)** Master (by Research) as Principal Supervisor)
Criteria of Internal Examiner	Minimum number of graduated student (**ONE (1)** Doctoral (Research) as Principal Supervisor)	Minimum number of graduated student (**ONE (1)** Master (by Research) as Principal Supervisor)

10.6 Qualification and Experience of External Industrial Examiners

10.6.1 The appointment of External Industrial Examiners shall be based on their years of industrial experiences. The appointment shall be based on the following:

Table 10.2: Criteria for External Industrial Examiner

Qualifications of Industrial Examiner	Minimum Years of Industrial Experience
Industrial PhD	Not applicable
PhD	3
Master (by Research)	10
Master (by Mixed Mode)	10
Master (by Coursework)	10

10.6.2 In exceptional cases, the External Industrial Examiner can be appointed from among the academic staff of Higher Education Institution who fulfil the specific criteria as stipulated in Table 10.3.

Table 10.3: Criteria for appointment of External Industrial Examiner Among the Academic Staff of Higher Education Institutions

Academic Qualification	Industrial Experience	Student Graduated
Industrial Doctoral Degree	Not applicable	Not Required
Doctoral Degree **AND** Professional Engineer; or equivalent status	Not applicable	
Doctoral Degree	Must possess a minimum of **ONE (1)** year of industry experience in a related field **OR** have been appointed as an Industry Advisor.	

10.6.3 Considerations will also be given to other aspects such as publications, supervision of a postgraduate student, and also seniority in an organization.

10.7 Thesis Examination Panel (TEP)

10.7.1 Members of the TEP for Doctoral and Master (by Research) candidate shall be as follows:

i) The Dean of SPS (or any Professor/Associate Professor/Doctor from relevant Faculty as representative appointed by the Dean of SPS) as the Chairperson;

ii) All appointed TE; and

iii) SPS as Secretariat

10.7.2 The attendance of all appointed examiners in the viva voce is compulsory.

10.7.3 The appointment of the same examiner(s) can only be taken up to **FOUR (4)** times a year.

10.7.4 In the case of appointments more than as stipulated in 10.7.3, special consideration can be accepted with the approval of JKTSPS.

10.7.5 Assistant Chairman shall appoint among the academic staff. SPS will appoint the Assistant Chairman based on the name nominated by the Faculty.

10.7.6 The Supervisory Committee of the candidate may attend the viva voce. However, the Supervisory Committee will attend only as an observer.

10.8 Oral Examination (Viva voce)

10.8.1 Based on the thesis, each TE is required to prepare a pre-viva report indicating areas in the thesis that need revision (if any) and submit it to SPS not later than **ONE (1)** month for master's degree and **TWO (2)** months for doctoral degree after he receives the thesis from SPS.

10.8.2 Under certain circumstances, TE may request extension for report submission upon approval Dean of SPS.

10.8.3 The viva voce can be conducted via face to face, teleconference or hybrid method.

10.8.4 The student must defend his thesis in a viva voce conducted by SPS in front of the TEP.

10.8.5 The student will be informed of the result at the end of the viva voce session. The decision of the TEP is final.

10.8.6 The decision of the oral examination should fall under **ONE (1)** of the following categories:

i) Pass;
ii) Pass with minor correction;
iii) Pass with major correction;
iv) Resubmission with re-viva; or
v) Fail

10.8.7 Should the decision fall under the category (i) **Pass**, (ii) **Pass with minor correction** or (iii) **Pass with major correction** of sub-regulation 10.8.6, the following sequence of procedures shall be observed;

10.8.7.1 The Chairman of the TEP shall prepare a report indicating the final category of the thesis and areas where the thesis needs correction (if any).

10.8.7.2 Should the decision fall under category (i) **Pass** of sub-regulation 10.8.6, the TEP shall appoint the Supervisory Committee to verify the correction (if any) made by the student and determine the period not exceeding **THREE (3)** months for submission of the corrected thesis.

10.8.7.3 Should the decision fall under category (ii) **Pass with minor correction** of sub-regulation 10.8.6, the TEP shall assign the internal examiner to certify the correction made by the student and determine the period of between **ONE (1)** to **SIX (6)** months for submission of the corrected thesis after it has been verified by the Supervisory Committee.

10.8.7.4 Should the decision fall under category (iii) **Pass with major correction** of sub-regulation 10.8.6, the TEP shall assign the internal examiner to certify the correction made by the student and determine the period of between **THREE (3)** to **NINE (9)** months for submission of the corrected thesis after it has been verified by the Supervisory Committee. An external examiner may be required to verify the correction made.

10.8.8 If any TE is unable to do the verification due to unforeseen circumstances leave/sabbatical/expired contract/death, others. the corrected thesis shall be verified by the other **one** appointed TE automatically.

10.8.9 If all of the TE are unable to verify due to leave/sabbatical/expired contract/death or any other unforeseen circumstances, the Faculty shall recommend new TE to do the verification of the corrected thesis subject to approval of JKTSPS.

10.8.10 Should the decision fall under the category (iv) **Resubmission with re-viva** of sub-regulation 10.8.6, the following sequence of procedures shall be observed:

    10.8.10.1 The Chairperson of the TEP shall instruct the student to re-do the thesis and re-submit it to SPS for re-evaluation by the same examiners. The TEP shall prepare a report indicating areas where the thesis needs further revision and corrections.

    10.8.10.2 The student must re-submit the revised thesis which has been verified by the Supervisory Committee between **NINE (9)** to **TWELVE (12) months**. The student shall be required to defend his thesis in viva voce conducted by SPS in front of TEP.

    10.8.10.3 If any of the appointed TE(s) are unable to attend the re-viva session due to leave/sabbatical/expired contract/death or any other unforeseen circumstances, the Faculty shall recommend other TE(s) to attend the re-viva session subject to approval of JKTSPS.

10.8.11 Should the decision fall under the category (v) **Fail** of sub-regulation 10.8.6, the student shall be deemed to have made unsatisfactory progress in his research work and in the preparation of the thesis, and hence, shall be dismissed from the programme.

10.8.12 In the event of a discrepancy in evaluation between the examiners, the TEP shall have the prerogative to determine the specific category under which the thesis should fall. In case of a dispute, the Chairman of TEP must make a final decision based on consensus made during the viva voce session. The decision by TEP shall be final and conclusive.

10.8.13 The student shall submit to SPS copy(s) of the corrected thesis, Thesis Correction Form and relevant documents for verification purpose within the stipulated time given.

10.8.14 If the student fails to submit the corrected thesis as stipulated in Regulation 10.8.7.2 or 10.8.7.3, 10.8.7.4 or 10.8.10.2, the student shall be dismissed from the programme.

10.8.15 The supervisors and Faculty are responsible to ensure that the student submits the corrected thesis.

10.8.16 In certain cases, a student may apply to SPS through the Faculty for an extension of final submission date of his corrected thesis subject to Dean of SPS approval.

10.9 **Submission of Final Thesis**

10.9.1 Prior to the recommendation by the Faculty, the examiner(s) will certify that the student has made the necessary corrections according to the comments made by Chairman of the TEP.

10.9.2 Once the student has made the necessary revision in accordance with the examiners' reports, the Supervisory Committee and Faculty shall check to verify the thesis according to the acceptable standard in terms of content quality and presentation style, and other requirements as stated in the "Guidelines for Preparation of Thesis, Report of Master Project and Dissertation".

10.9.3 **ONE (1)** copy of the thesis shall be submitted to the SPS for JKTSPS endorsement and finally to the Senate for approval.

10.9.4 Upon approval by the Senate, the student shall submit to the Faculty **TWO (2) copies** of the thesis in permanent hardbound binding and electronic copy to fulfil the graduation requirement as follows:

i) **ONE (1)** copy to the Faculty;
ii) **ONE (1)** copy to Principal Supervisor; and
iii) **ONE (1)** electronic copy to the library.

10.9.5 The student shall keep **ONE (1)** hardcover copy (optional).

11.1 Graduation Requirements

11.1.1   The graduation requirements for a postgraduate student may include satisfactory performance in any **ONE (1)** or a combination (as the case may be) of the following components:

    i)   Pass all the required courses for the registered programme.

    ii)   For Coursework students, obtain at least CGPA 3.0 in the final semester.

    iii) Carry out all the necessary research work at UTeM or industry to the required quality.

    iv) Submit and pass the research project for Master (by Coursework), dissertation for Mixed Mode or research project for MBA.

    v)   Submit thesis and pass the viva voce for Master (by Research) or Doctoral.

11.1.2   The specific requirements in sub-regulation 11.1.1 and the number of credit hours required for graduation may vary from one Faculty to another and may be changed if deemed necessary.

11.1.3   The Senate shall have the authority to approve graduation requirements or changes (if applicable) for any programme of study upon the recommendation of the JKTSPS.

11.1.4   Under special circumstances, a student may apply for a special examination, in not more than **TWO (2)** courses, for the purpose of graduation. Refer to sub-regulation 9.7 on Special Examination.

11.1.5   For Research Mode student, the publications requirement are as follows:

Programme	Publication Requirement
PhD	**ONE (1)** indexed journal article by SCOPUS/WOS/ERA; and **ONE (1)** journal article/technical report/book chapter/peer review/proceeding.
Industrial PhD	**ONE (1)** journal article; and provide evidence of innovation in their research work endorsed by the participating company.
Master (by Research)	**ONE (1)** journal article/technical report/book chapter/peer review/proceeding.

11.1.6 Students shall be the first or second authors of published journal article/technical report/book chapter/peer review/proceeding. If the student is the **second author**, the first author shall be **Supervisory Committee** for the student. All the published journal article/technical report/book chapter/ peer review/proceeding shall affiliate UTeM under the student's name.

11.1.7 The published journal article/technical report/book chapter/peer review/proceeding shall be relevant to the student's research.

11.1.8 Graduating students may be required to fulfil other requirements as specified by UTeM.

11.2 Conferment of Degree

11.2.1 Students may be conferred a master's degree or a doctoral degree, as the case may be, if the following conditions have been fulfilled:

11.2.1.1 If he has fulfilled all requirements for graduation.

11.2.1.2 If the conferment of the said degree upon him has been endorsed by the Senate.

11.2.1.3 If he has cleared all dues owed to UTeM (excluding approved financial loans made out to students by UTeM).

REGULATION 12 : ETHICS AND INTELLECTUAL PROPERTY

12.1 Introduction

12.1.1 The conduct of research and publication related to the Postgraduate programmes in UTeM shall conform to the highest ethical standards and integrity. Students are expected to conduct all works and research in an honest as well as in a responsible and ethical manner.

12.2 Ethics in Research

12.2.1 Research work must be carried out in a professional and responsible manner.

12.2.2 Research misconduct includes falsification of data, plagiarism, misrepresentation of credential in proposing, performing or reviewing research, and in reporting research results. Academic misconduct includes the following:

   i)   Fabrication of data, including claiming results where none have been obtained;
   ii) Falsification of data, including fraudulent changing of records;
   iii) Infringements of UTeM's ethical guidelines or of other relevant codes of ethics;
   iv) Misleading ascription of authorship;
   v)   Plagiarism – presenting someone else's work as if it were his own, whether he means to or not (he must acknowledge published and unpublished work, material on the internet and the work of other students and staff); or
   vi) Any act which Senate deemed as research misconduct.

12.3 Ethics in Publications

12.3.1 Any publication must give appropriate credit to all authors for their roles in the research.

12.3.2 Appropriate citation must be made. The work of others whether it is published, unpublished, in a written form, an oral presentation, or material on a website should be cited or credited.

12.3.3 In attending to plagiarism in thesis and to ensure academic integrity, the use of text similarities search tools such as Turnitin or other relevant tools/software shall be used as may be deemed appropriate by UTeM.

12.3.4 In determining plagiarism, a software-based program that produces similarities index report shall be used as an indicator.

12.3.5 Further information on the matters related to publications can be referred to "Guidelines for the Preparation of Thesis, Dissertation and Report for Graduate Programmes" published by SPS.

12.4 Intellectual Property (IP)

12.4.1 Any IP matters shall be in accordance with IP laws of Malaysia as follows:

i) Copyright Act 1987 and any amendments thereto;
ii) Trademarks Act 2019 and any amendments thereto;
iii) Patents Act 1983 and any amendments thereto;
iv) Industrial Designs Act 1996 and any amendments thereto;
v) Layout Designs of Integrated Circuits 2000 and any amendments thereto;
vi) Geographical Indications Act 2000 and any amendments thereto; and
vii) any other related laws as may be enforced from time to time.

12.4.2 UTeM shall claim or assert worldwide right, interest on any title of IP created, generated or exploited by the students under the following circumstances:

12.4.2.1 The creation, generation or exploitation of the IP in the course of employment and jobs related to UTeM.

12.4.2.2 The IP created, generated or exploited by a team established by UTeM although the student is only one of the members in the team.

12.4.2.3 The IP creation, generation or exploitation is used or supported by UTeM's employees, materials, facilities, funds or any kind of resources provided and obtained by or through the UTeM.

12.4.2.4 UTeM has the ownership of the output of the research activities unless there is a separate agreement made between the student and UTeM.

12.4.2.5 Where UTeM owns IP created from activities involving students, UTeM will ensure that such ownership does not interfere with the assessment of the student's academic performance or grant of award. UTeM reserves the right to place such restrictions or rules on the disclosure, dissemination or other dealings with respect to any word containing such IP during the stipulated period as it may be appropriate for the purpose of IP protection.

12.4.3 Any matters related to IP in this regulation shall be complimented by "Research Policy" of UTeM.

12.4.4 In certain circumstances whereby research activities are conducted under or in connection with a specific agreement, the ownership of IP shall be subjected to the terms and conditions specified in the specific agreement.

12.5 **Copyright**

12.5.1 Students, with the permission from the supervisor(s), can publish research papers written during their period of studies (With the condition that references are being made to UTeM and stated clearly that the research work is yet to be approved by UTeM requirements of conferment).

12.5.2 Students are not allowed to submit any research work accepted by other universities or institutions that have awarded the relevant degrees in relation to that particular research work. Nevertheless, candidates are permitted to use any part(s) of the research work provided that it is stated clearly.

12.5.3 Students are permitted to present the research findings or part of their work requirements before their enrolment to UTeM with the condition that the research work is related to the field of studies and the findings are based on their own work. Nonetheless, candidates are still subjected to the minimum requirement period of study.

12.5.4 Students can request for the confidentiality of their research work. The maximum period is **THREE (3)** years from the date of conferment.

12.5.5 UTeM and researcher will both hold the copyright of the research work submitted to UTeM regardless of whether the research has been accepted for conferment or not.

12.5.6 All research work submitted must be attached with a signed copyright declaration as outlined in "Guidelines for the Preparation of Thesis, Dissertation and Report for Graduate Programmes" published by SPS.

REGULATION 13 : ACADEMIC OFFENCES OR MISCONDUCT

13.1 **Academic Offences or Misconduct**

13.1.1 Academic misconduct or offences shall include, but not limited to:

i) Giving, receiving, or withholding any information about the questions prior to the start of the examination;

ii) Referring to or using any prohibited references inside or outside the examination hall during the examination, except where such references are approved by the Chief Invigilator/Invigilator;

iii) Communicating in one way or another with other candidates during the examination;

iv) Giving or accepting any prohibited assistance during the examination;

v) Answering the examination questions before or after the prescribed time;

vi) Taking, moving, hiding, damaging or destroying any property related to the preparation or completion of a research task or an examination; or

vii) Plagiarizing ideas or information without permission from or acknowledgement to the original author.

13.1.2 Plagiarism in research work is strictly forbidden for students.

13.1.3 Any plagiarism report by students will be referred to the SPS for further action.

13.1.4 To ensure academic integrity, Turnitin or other relevant tools/software shall be used as may be deemed appropriate by UTeM to check the submitted thesis for plagiarism. The thesis' similarity index must not be greater than **TWENTY-FIVE percent (25%)**. The report on the similarity index must be checked by the Supervisory Committee.

13.2 **Penalty**

13.2.1 Students who commit any academic offences or misconduct and are found guilty by the disciplinary authority, subject to Senate approval, shall be liable to any **ONE (1)** or any appropriate combination of **TWO (2)** or more of the following punishments:

i) A warning letter will be sent to both the student and the sponsor;

ii) Giving the final examination of the aforementioned course a **ZERO (0)** mark;

iii) Giving the overall examination of the aforementioned course a **ZERO (0)** mark;

iv) Suspension of the student from the programme of study for a period determined by the Senate;

v) Giving a **ZERO (0)** mark to all courses completed in that semester;

vi) Resubmitting the thesis to the Supervisory Committee until the plagiarism percentage is less than **TWENTY-FIVE (25)** within the specified time; or

vii) Discontinued from the programme.

13.2.2 In addition to Regulation 13.2.1, Research Mode students who commit any academic offences or misconduct and are found guilty of the offence by the disciplinary authority, subject to Senate approval, shall be liable to any **ONE (1)** or any appropriate combination of **TWO (2)** or more of the following punishments:

i) A warning letter will be sent to both the candidate and the sponsor:
ii) Re-appointment of TE;
iii) Re-examine the thesis; or
iv) Resubmit the thesis.

13.2.3 The decision of Senate is final, and a candidate convicted of an offence or misconduct is not allowed to appeal.

13.2.4 The candidate is barred from registering for any course or accessing UTeM facilities and services depending on the results of the UTeM's Senate decision.

13.3 Non-Academic Offences

13.3.1 A student who fails to pay any fees or other payments or any part thereof or any payment due can be penalised in any **ONE (1)** or any appropriate combination of **TWO (2)** or more of the following punishments:

i) Barred from registering for any course;
ii) Barred from sitting for examinations;
iii) Suspended from examination results;
iv) Suspended from studying at UTeM;
v) Terminated from the programme;
vi) Suspended from attending the convocation; or
vii) Prohibited from collecting the transcript.

13.3.2 Students shall follow all laws, directions, orders, rules, regulations, and the Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009 that are in force from time to time.

REGULATION 14 : AMENDMENT

14.1 Amendment

14.1.1   The Senate reserves the right to overrule any provisions in the Regulations from time to time as deemed necessary.

14.1.2   The Senate reserves the right to withdraw admission to UTeM if candidates are found to submit false information in their applications.

14.1.3   Any appeal from candidates regarding the Regulations can be forwarded to SPS through their respective faculties. SPS will then refer the appeal to the Senate for approval.

14.2 General Provisions

14.2.1   UTeM reserves the right to take appropriate action if a student is found to have provided false information in his application.

14.2.2   Any appeal related to these Regulations should be submitted to SPS through the Faculty. If necessary, the appeal will be forwarded for consideration and approval of the Senate.

14.2.3   Notwithstanding anything contained in these Regulations, it is the prerogative of the Senate to make any amendment, as and when it is deemed necessary.

14.2.4   In the event of any conflict or inconsistency between the provisions of this Regulations and that of any regulations, circulars, guidelines, etc, the provisions of this Regulations shall prevail to the extent of such conflict or inconsistency.
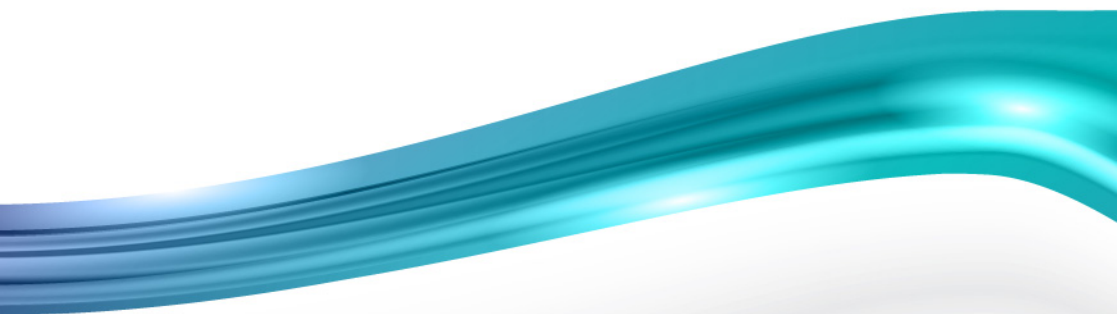
14.3 Commencement

14.3.1   This Regulations shall come into force upon approval of the authorities of the UTeM.

14.4 Repeal

14.4.1   The Postgraduate Academic Regulations approved by the authorities of the UTeM in 2013 (hereinafter shall be referred to as the "repealed regulations") is repealed.

14.4.2   Any instrument, agreement, working arrangement, decision and action executed under the repealed regulations shall be deemed to have been made under this Regulations and continue to be in force and have effect.

REFERENCES

1. MQA, Programme Standards: Business Studies, 2021
2. MQA, Programme Standards: Computing, 2015
3. MQA, Programme Standards: Engineering and Engineering Technology, Malaysia Qualification Agency, 2011
4. MQA, Standards: Master's and Doctoral Degree, 2021