



UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH



ACADEMIC REGULATIONS FOR GRADUATE STUDIES

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ARTICLE 1: DEFINITION

In these Regulations, unless the context requires a different meaning:

- “**Anumerta**” means the posthumous conferment of a degree to a student who has passed away while in the course of his or her studies and is eligible to be awarded a degree for the enrolled programme, subject to Senate approval.
- “**New Registration (NR)**” means the status of new students who register after the 13th week of the semester for the Research Mode Programme.
- “**Credit Load**” means the total credit values of the courses taken by a student in a particular semester.
- “**Candidate**” refers to someone who has been offered admission to any graduate programme but has not yet registered for the programme.
- “**Dean**” refers to the head of a faculty appointed by the Vice Chancellor.
- “**Termination**” refers to a student who does not register for any courses in a particular semester or a student who is expelled from the university under the Rules of Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA) (Student Discipline Regulations 2009), and all regulations in force at the university from time to time.
- “**Dissertation**” refers to an academic work submitted by a student to fulfil part of the requirements for the conferment of a postgraduate degree in postgraduate Coursework and Mixed-Mode programmes.
- “**Faculty**” refers to the main academic entity and is a University Authority established under Section 24 of the Constitution that conducts teaching for certificate, diploma, and degree programmes, or any other academic qualifications as stipulated by the Senate to produce graduates in any study programmes. It also engages in research, consultancy, and services for academic excellence and professionalism.
- “**Degree**” means the award given by the Senate to students who meet the requirements for the study of a master’s or doctoral degree or its equivalent.
- “**Doctoral Degree**” means the degree conferred to students who successfully complete a Doctor of Philosophy programme or equivalent.
- “**Master’s Degree**” means the degree conferred to students who successfully complete a Master’s programme or equivalent.

- **“Joint Degree”** refers to a collaborative programme in which the curriculum is developed jointly with partner institutions (two or more collaborating partners). Students participating in this programme will pursue their studies at the involved institutions (two or more institutions). Upon completion of the programme, graduating students will be conferred with a single qualification certificate bearing the logos and signatures of all participating institutions.
- **“Dual Degree”** refers to a programme at both Master's and Doctoral levels, involving two (2) graduate programmes from two similar or closely related fields between UMPSA and another higher learning institution. Any student's research taken by the collaborating institution must conform to the mutual agreement consented by both parties. Upon completion of the studies, the student will receive two (2) separate degrees from UMPSA and the collaborating institution. This programme can be offered jointly by UMPSA and other educational institutions, either local or abroad.
- **“Double Degree”** refers to a collaborative programme offered by two institutions for two (2) separate programmes or fields. Students participating in this programme will pursue their studies at the institutions involved. Upon completion of the programme, graduating students will be conferred with two (2) separate degree qualification scrolls by the respective higher learning institutions involved.
- **“Institute of Postgraduate Studies (IPS)”** refers to a centre that manages and coordinates the University's graduate study programmes.
- **“Student Learning Time (SLT)”** refers to the effective learning hours aimed at achieving the designated learning outcomes through all learning activities, including lectures, self-directed learning, and assessment processes.
- **“Good Standing (GS)”** refers to the academic achievement status of postgraduate studies attained by a student when obtaining a CGPA of ≥ 3.00 for the Coursework and Mixed-Mode Programs.
- **“Conditional Status (CS)”** refers to the academic achievement status of postgraduate studies attained by a student when obtaining a CGPA of < 3.00 for the Coursework and Mixed-Mode Programmes.
- **“Colloquium/Seminar/Conference”** refers to an oral assessment session in which students are required to present and defend their research findings to a Colloquium/Seminar/Conference Panel. This aims to provide a second opinion from the panel and participants. Students are not required to submit input corrections after the presentation session. However, feedback from the panel can be considered for improving their research after discussions with their supervisors.
- **“Lecture”** means a face-to-face academic meeting between a lecturer and students as stipulated in the teaching plan.

- **“Course”** refers to a curriculum component of a programme with its own code that contributes to the attainment of student learning outcomes as endorsed by the Senate.
- **“Prerequisite Course”** refers to a course that must be taken to fulfil the following requirements:
 - Admission Requirement: The prerequisite course must be taken and passed before students are allowed to register for core courses or begin their research. The content of the prerequisite course must be at least at Level 6 of the Malaysian Qualifications Framework (MQF) and relevant to the programme's field or based on the prerequisite requirements stated in the relevant Programme Standards (if applicable); or
 - Requirement for the Conferment of a Degree: The course must be taken and passed before the student can be conferred with the degree; or
 - Prerequisite for Other Courses/Assessments: Courses/Assessments that need to be taken or passed before proceeding to the next course."
- **“Competency Course”** refers to a general elective course offered by the IPS and endorsed by the Senate.
- **“Research Methodology Course”** refers to a compulsory general course offered by the IPS and endorsed by the Senate.
- **“Massive Open Online Course (MOOC)”** refers to an online course designed for massive interactive participation and can be openly accessed through a website.
- **“Resident”** refers to a minimum period during which a student is enrolled in on-campus studies.
- **“Point Value”** refers to the specified value for each grade.
- **“Satisfactory (S)”** refers to the grade of “Satisfactory” for the assessment of research mode programme
- **“Mode of Study”** refers to the three (3) types of study modes offered at the postgraduate level: (i) Coursework Mode; (ii) Mixed Mode; (iii) Research Mode.
- **“Coursework Mode”** refers to the method of implementing a postgraduate study programme that requires students to attend lectures and/or engage in academic activities such as assignments, projects, and the like.
- **“Mixed Mode”** refers to postgraduate studies combining coursework and research, with the research typically commencing after the completion of all specified coursework components in the study programme curriculum.

- **“Research Mode”** refers to postgraduate studies conducted entirely through research.
- **“Module”** refers to a separate component or unit of a course that is carried out continuously until completion.
- **“Grade Point”** refers to a student's grade achievement for a particular course based on point values.
- **“Grade Point Average (GPA)”** refers to the average grade point earned by a student for a semester.
- **“Cumulative Grade Point Average (CGPA)”** refers to a student's average cumulative grade point for all completed semesters.
- **“Academic Expert”** refers to an academic who has:
 - a Doctoral Degree; AND
 - 5 years of work experience; AND
 - supervised at least one (1) Doctoral Degree student until graduation.
- **“Oral Examination Panel”** refers to a committee appointed by the University comprising internal examiners, external examiners, faculty representatives (if required), secretariat, and the session chairperson, to conduct oral examinations for Master's by Research or Doctoral Study programmes.
- **“Student”** refers to a registered student, other than students from an institution affiliated with the University or University College, who is pursuing a course of study, teaching, training, or research of any kind at the pre-degree, postgraduate, or post-doctoral levels on a full-time or part-time basis, within, by, or from the University or University College, and this includes distance learning, off-campus learning, exchange programmes, and non-degree students.
- **“Senior Student”** refers to a student who has completed at least one semester of studies at the university.
- **“Research Proposal Presentation”** refers to an oral assessment session where students are required to present and defend their research proposals to the Panel for Research Proposal. This session is designed to evaluate students' preparedness in planning their research. While students are not required to submit corrections of their research proposals after presenting, feedback from the panel can be considered for improving their research proposals after discussions with their supervisors.
- **“Candidature Defence”** refers to an oral assessment session where students are required to present and defend their candidature defence to the Panel for Candidature Defence. This session is designed to evaluate the students' capability in planning research suitable for the Doctor of Philosophy level. Students are not required to submit corrections

of their candidature defence after presenting. This session is relevant for students who plan to upgrade from the Master's to the Doctor of Philosophy programme and for those in the fast-track study programme.

- **“Internal Examiner”** refers to an Academic Staff member appointed by the faculty or University to examine any dissertation/thesis of a master's or doctoral programme and also serves as a member of the Oral Examination Panel.
- **“External Examiner”** refers to an external expert appointed by the University to examine any dissertation/thesis of a master's or doctoral programme and also serves as a member of the Oral Examination Panel.
- **“Conferment”** refers to the Senate's approval of a student who has fulfilled the conferment criteria.
- **“First Author”** refers to the researcher who makes the most significant intellectual contribution in the conducted research, including the conceptualisation and design of the research, analysis and interpretation of research data, as well as the writing, revision, and final editing of the journal article.
- **“Corresponding Author”** refers to the primary author who is responsible for communicating with the journal editor during manuscript submission, ensuring that all publication requirements of the journal are met. The contact information for a particular journal article is based on the corresponding author's details.
- **“Course Exemption”** refers to the amount of credit exempted for a student and needs to be replaced with another course or alternative requirements approved by the Senate to meet the graduate credit requirements.
- **“Assessment”** refers to any form of evaluation of a student's achievement for the courses taken.
- **“Rigorous Assessment”** refers to an internal assessment conducted at the faculty level before issuing offer letters to candidates for the Master's and Doctor of Philosophy programmes who do not meet the CGPA requirements or for candidates using methods other than the Conventional Method. It aims to assess the knowledge and skills of students based on work experience or other relevant evidence.
- **“Supervisor”** refers to an Academic Staff member appointed by the faculty or University to supervise a student's master's/dissertation/thesis project.
- **“Co-Supervisor”** refers to an individual appointed by the faculty or University, in collaboration with the Main Supervisor, to supervise a student in the research mode programme. Co-Supervisors can be selected from either internal or external experts.

- **“Internal Co-Supervisor”** refers to an Academic Staff member appointed by the faculty or University, in collaboration with the Main Supervisor, to supervise a student in the research mode programme. Co-Supervisors can be selected from the pool of experts within the University.
- **“External Co-Supervisor”** refers to a non-UMPSA Academic Staff member or an external expert appointed by the University, in collaboration with the Main Supervisor, to supervise a student in the research mode programme.
- **“Field Supervisor”** refers to an individual appointed by the faculty or University, in collaboration with the Main Supervisor, to supervise a student in the research mode programme. Field Supervisors may be appointed from the Industry, Agencies, or Community. These supervisors are responsible for providing supervision and support, as well as ensuring the availability of suitable facilities or equipment that can aid in the development of the student's research in line with the requirements and plans of the company or organisation.
- **“Main Supervisor”** refers to an Academic Staff member appointed by the faculty or University to lead a supervision for a student enrolled in the research mode programme.
- **“Lecture”** refers to all teaching and learning activities necessary for the achievement of learning outcomes specified in the teaching plan.
- **“Higher Education Provider (HEP)”** refers to a public or private higher education institution recognised by the Senate.
- **“Examination”** refers to any form of assessment to measure a student's academic achievement.
- **“Special Examination”** refers to an examination that may be granted to students who could not attend the final examination due to reasons deemed acceptable by the University.
- **“Oral Examination”** refers to an assessment session where students are required to present and defend their dissertations/theses to an Oral Examination Panel.
- **“Credit Transfer”** refers to the process of transferring course credits that a student has completed in one programme to another programme, contributing towards the conferment of qualifications offered by the same institution or different institutions.
- **“Credit Transfer with Grades”** refers to the horizontal transfer of credits for students who are still enrolled in the system (students who are still in the course of study). The transferred credits contribute to the student's graduate credits, and the grades earned for the courses are factored into the calculation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

- **“Horizontal Credit Transfer”** refers to the transfer of credits from one programme to another at the same level, and it does not require substitution with other courses.
- **“Vertical Credit Transfer”** refers to the transfer of credits from one programme to another at a higher level, and it does not require substitution with other courses.
- **“Pre-Oral Examination”** refers to a mock oral assessment session where students are required to present and defend their theses to the Pre-Oral Examination Panel. It is designed to evaluate the students’ preparedness in presenting their written theses. While students are not required to submit corrections of their theses after presenting, feedback from the panel can be considered for improving their theses after discussions with their supervisors.
- **“Programme”** means a field of study approved by the Senate as a full-time or part-time academic programme for the purpose of conferring a degree.
- **“Mobility Programme”** refers to a programme that allows UMPSA students to study at another institution (outbound mobility) and/or students from other institutions to study at UMPSA (inbound mobility). After participating in the programme for one semester, students may be granted credit transfers.
- **“Regular Semester”** refers to Semester I and Semester II, including a short semester, according to the duration stipulated by the Senate for a particular academic session.
- **“Short Semester”** refers to Semester III or a study semester conducted during the break at the end of the academic session.
- **“Senate”** refers to the University Senate, which is the academic body of the University and is subject to the provisions of the Constitution of Universiti Malaysia Pahang Al-Sultan Abdullah, statutes, rules, and regulations. It has the authority to control and oversee general directives related to teaching, research, examinations, and the conferment of degrees, diplomas, certificates, and other academic distinctions. The Senate may delegate any of its duties, functions, and responsibilities to any of its members or a committee comprising its members or to any other Authority.
- **“Academic Staff”** refers to instructors appointed according to the service schemes employed by the University.
- **“Duration of Study”** refers to the total number of semesters or years during which a student is registered.
- **“Interruption of Studies”** refers to the status of a student whose studies have been granted a deferment or have been suspended by the University.

- **“Thesis”** refers to an academic work submitted by a student to fulfil the requirements for the conferment of a degree in a Research Mode Programme.
- **“Unsatisfactory”** means the grade designation of “Unsatisfactory” for the research mode programme assessment.
- **“Incomplete”** means the grade designation of “Incomplete” for the Research Methodology Course/Competency Course/Dissertation assessment.
- **“University”** refers to Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA).

ARTICLE 2: ADMISSION REQUIREMENTS

2.1. Admission Requirements for Candidates with Qualifications in the Field of Study

2.1.1. Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in the related field and a CGPA of ≥ 2.50 are eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in the related field with a CGPA between 2.00 and 2.50 can be considered for admission through a rigorous internal assessment.

2.1.2. Master's Degree by Mixed Mode

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in the related field and a CGPA of ≥ 2.75 are eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in the related field with a CGPA between 2.50 and 2.75 can be considered for admission through a rigorous internal assessment.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) in the related field with a CGPA between 2.00 and 2.50 can be considered for admission, subject to five (5) years of relevant work experience and a rigorous internal assessment.

2.1.3. Master's Degree by Research

Admission requirements for the Master's Degree by Research programme are identical to those for the Mixed-Mode Master's Degree programme.

TABLE 1: ADMISSION REQUIREMENTS FOR THE MASTER'S DEGREE BY COURSEWORK AND MIXED MODE / RESEARCH PROGRAMMES (IN THE FIELD)

ADMISSION REQUIREMENT	MASTER'S PROGRAMME	
	COURSEWORK	MIXED MODE / RESEARCH
BACHELOR'S DEGREE	<ol style="list-style-type: none"> a. CGPA ≥ 2.50; OR b. $2.00 \leq \text{CGPA} < 2.50$ AND a rigorous internal assessment 	<ol style="list-style-type: none"> a. CGPA ≥ 2.75; OR b. $2.50 \leq \text{CGPA} < 2.75$ AND a rigorous internal assessment; OR c. $2.00 \leq \text{CGPA} < 2.50$, 5 years of relevant work experience in the field and a rigorous internal assessment
APEL.A	The APEL.A Certificate is accepted.	

2.1.4. Doctor of Philosophy

- a. Admission requirements for the Doctor of Philosophy programme include that candidates must have:
 - i. A Bachelor's Degree in the related field with a first-class honors (CGPA \geq 3.67) or an equivalent qualification from an Academic or Technical and Vocational Education and Training (TVET) programme AND a rigorous internal assessment; OR
 - ii. A Master's Degree (Level 7, MQF) or equivalent in the related field.

TABLE 2: ADMISSION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY PROGRAMME (IN THE FIELD)

ADMISSION REQUIREMENT	DOCTOR OF PHILOSOPHY PROGRAMME
BACHELOR'S DEGREE	First-class honors (CGPA \geq 3.67) or equivalent.
MASTER'S DEGREE	<ol style="list-style-type: none"> a. By Research; OR b. By Coursework; OR c. By Mixed Mode
APEL.A	The APEL.A Certificate is accepted.

2.2. Admission Requirements for Candidates without Qualifications in the Field of Study

2.2.1. Prerequisite Courses

- a. Candidates without qualifications in the field are required to take prerequisite courses before commencing their studies or take related courses as specified by the Faculty.
- b. Students are required to pass the specified prerequisite courses.

2.2.2. Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) without a related qualification in the field with a CGPA of \geq 2.50 can be considered for admission by taking the prerequisite courses specified by the Faculty.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) without a related qualification in the field with a CGPA between 2.00 and 2.50 can be considered for admission through a rigorous internal assessment and are required to take the prerequisite courses.

2.2.3. Master's Degree by Mixed Mode

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) without a related qualification in the field with a CGPA of \geq 2.75 can be considered for admission by taking the prerequisite courses specified by the Faculty.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) without a related qualification in the field with a CGPA between 2.50 and 2.75 can be considered for admission through a rigorous internal assessment and are required to take the prerequisite courses.

- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) without a related qualification in the field with a CGPA between 2.00 and 2.50 can be considered for admission, subject to five (5) years of work experience in the field, a rigorous internal assessment and are required to take the prerequisite courses.

2.2.4. Master's Degree by Research

Admission requirements for the Master's Degree by Research programme are identical to those for the Mixed-Mode Master's Degree programme.

TABLE 3: ADMISSION REQUIREMENTS FOR THE MASTER'S DEGREE BY COURSEWORK AND MIXED MODE / RESEARCH PROGRAMMES (WITHOUT A RELATED QUALIFICATION IN THE FIELD)

ADMISSION REQUIREMENT	MASTER'S DEGREE BY COURSEWORK AND MIXED MODE / RESEARCH	
	COURSEWORK	MIXED MODE / RESEARCH
BACHELOR'S DEGREE	<ul style="list-style-type: none"> a. CGPA \geq 2.50 AND prerequisite courses b. $2.00 \leq$ CGPA $<$ 2.50 AND a rigorous internal assessment AND prerequisite courses 	<ul style="list-style-type: none"> a. CGPA \geq 2.75 AND prerequisite courses ; OR b. $2.50 \leq$ CGPA $<$ 2.75 AND a rigorous internal assessment AND prerequisite courses; OR c. $2.00 \leq$ CGPA $<$ 2.50 AND 5 years of work experience in the field AND a rigorous internal assessment AND prerequisite courses.
APEL.A	The APEL. A Certificate is accepted, and candidates are required take prerequisite courses.	

2.2.5. Doctor of Philosophy

Candidates who hold a Master's Degree (Level 7, MQF) or equivalent, without a related qualification in the field, can be considered for admission by taking the prerequisite courses specified by the Faculty.

TABLE 4: ADMISSION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY PROGRAMME (WITHOUT A RELATED QUALIFICATION IN THE FIELD)

ADMISSION REQUIREMENT	DOCTOR OF PHILOSOPHY PROGRAMME
MASTER'S DEGREE	By Research, Coursework, OR Mixed Mode AND take prerequisite courses.
APEL.A	The APEL. A Certificate is accepted, and candidates are required take prerequisite courses.

2.3. Additional Information on Admission Requirements

- a. For fields with Programme Standards, admission requirements must adhere to the specified criteria. Any changes to the admission requirements by the respective Faculty/Centre must obtain the Senate's approval and be included as an appendix in the Academic Regulations for Graduate Studies as Specific Requirements by Field.
- b. Any revisions made to the admission requirements by the accreditation body and the Department of Higher Education or *Jabatan Pengajian Tinggi* (JPT) will be applicable from the effective date of the respective changes in those requirements.
- c. Other admission requirements through the Accreditation of Prior Experiential Learning (APEL) for a specific programme must obtain the Senate's approval and are subject to the fields listed by the Malaysian Qualifications Agency (MQA).

2.4. Rigorous Assessment

- a. A rigorous assessment is an internal evaluation conducted at the faculty level before the issuance of offer letters to Master's and Doctor of Philosophy candidates who do not meet the CGPA requirements or candidates using methods other than the Conventional Method.
- b. The rigorous assessment aims to evaluate the knowledge and skills of students based on work experience or other relevant evidence. The results of this assessment require approval at the faculty level.

2.5. English Language Requirements

2.5.1. English Language Requirements for International Student Candidates

- a. All international student candidates must meet the IELTS Band score of 5.0 or equivalent (Appendix 1), except for those pursuing these fields:
 - i. Language (IELTS 6.0 or equivalent)
 - ii. Business Studies (IELTS 6.0 or equivalent)
 - iii. Computing (IELTS 6.0 or equivalent or additional requirements in Appendix 2C)
 - iv. Biotechnology (IELTS 5.5 and equivalent)
- b. International student candidates who do not meet the English language requirements may be granted conditional approval. Applicants are given a period of two (2) years from the registration date to fulfil their English language requirements. If the student FAILS to meet this English language competency requirement within the stipulated period, they will be discontinued from their study programmes.
- c. For candidates who intend to write their theses in Arabic, they must meet the IELTS Band score requirement of 3.0 or equivalent AND only the following candidates will be considered:
 - i. International student candidates using academic qualifications from institutions or programmes that use Arabic as the sole medium of instruction and applying for a higher level of education at UMPSA. Candidates must submit supporting evidence duly authenticated by the previous university; OR
 - ii. International student candidates from countries that use Arabic as their official language.
- d. The validity period of the IELTS certificate obtained or equivalent must not exceed 2 years from the date of the examination until the candidate's registration.

- e. The TOEFL ITP and PBT certificates are not accepted for admission to this programme.
- 2.5.2. Exemptions from English Language Requirements
- a. Exemptions from English language requirements may be granted to the following candidates:
 - i. International student candidates who have academic qualifications from institutions that use English as the sole medium of instruction and are applying for a higher level of education at UMPSA. Candidates must submit supporting evidence duly authenticated by the previous university; OR
 - ii. International student candidates from countries that use English as their official language. The list of countries that use English as the medium of instruction is in Appendix 3; OR
 - iii. International student candidates who have graduated from local universities; OR
 - iv. International student candidates from Indonesia, Brunei, Singapore, and Southern Thailand who are enrolled in study programmes that use languages which are cognate to the Malay language.
 - v. International student candidates who have academic qualifications from institutions that use the Malay language as the sole medium of instruction and intend to pursue a higher level of education in Malaysia.

ARTICLE 3: APPLICATION FOR ADMISSION AND OFFER OF STUDY

3.1. Application for Admission

- 3.1.1. Candidates are required to apply for the programmes online.
- 3.1.2. Applications that are incomplete or do not meet the specified requirements will not be considered.

3.2. Offer of Study

The offer and commencement of any study programme are subject to the confirmation of the programme's offer by the Faculty.

3.3. Renewal of Application for Admission (Expired Offer Letter)

- a. The offer letter is only valid for a period of one (1) year for enrolment.
- b. Candidates are required to resubmit the online application for admission if the offer letter exceeds the stipulated period.

3.4. Revocation of Offer

The university reserves the right to revoke the admission offer if the applicant provides false information during the application process.

ARTICLE 4: APPOINTMENT OF SUPERVISORS

4.1. General Information on the Appointment of Supervisors

- a. Candidates for the Master's and Doctor of Philosophy programmes by Research need to propose the names of their supervisors within their online applications. However, the Faculty Meeting reserves the right to assign supervisors.
- b. The appointed supervisors must not have a conflict of interest with the candidates and must meet the criteria stipulated by the Senate.
- c. The Graduate Studies Academic Handbook can be referred to for information on conflicts of interest as well as the role and responsibilities of supervisors.

4.2. Main Supervisor

4.2.1. The appointed Main Supervisor for the Master's programme must meet the following criteria ^[1]:

- a. holds a Doctoral Degree; OR
- b. holds a Master's Degree; AND
 - i. has at least five (5) years of experience in teaching and research; AND
 - ii. has at least been appointed as a Co-Supervisor to Master's degree students.

4.2.2. The appointed Main Supervisor for the Doctor of Philosophy programme must meet the following criteria ^[1]:

- a. holds a Doctoral Degree; AND
 - i. has at least two (2) years of experience in teaching and research; AND
 - ii. has supervised Master's or Doctor of Philosophy by Research students until graduation.
- b. holds a Master's Degree; AND
 - i. has at least five (5) years of experience in teaching and research; AND
 - ii. has supervised Master's or Doctor of Philosophy by Research students until graduation; AND
 - iii. approved by the Senate.

4.2.3. The Senate may approve additional criteria for the appointment of Main Supervisors for Master's and Doctor of Philosophy programmes.

4.2.4. Table 5 outlines the Main Supervisor requirements for the Master's by Research and Doctor of Philosophy programmes.

TABLE 5: REQUIREMENTS FOR THE APPOINTMENT OF MAIN SUPERVISORS FOR THE RESEARCH MODE PROGRAMME

STUDY PROGRAMME	REQUIREMENTS FOR THE MAIN SUPERVISOR*	
	MASTER'S DEGREE	DOCTORAL DEGREE
MASTER'S	Eligible to supervise, if: <ul style="list-style-type: none"> • has 5 years of work experience AND • has been appointed as a Co-Supervisor 	<ul style="list-style-type: none"> • Eligible to supervise
DOCTOR OF PHILOSOPHY	Eligible to supervise, if: <ul style="list-style-type: none"> • has 5 years of work experience AND • has supervised students until graduation* • approved by the Senate 	Eligible to supervise, if: <ul style="list-style-type: none"> • has 2 years of work experience AND • has supervised students until graduation*

*The requirement to supervise students until graduation is suspended by MQA until 1 January 2024 (Supervision of Doctor of Philosophy).

[1] Commencing from the admission of students for Semester I Academic Session 2021/2022

4.3. Co-Supervisor

- 4.3.1. The appointed Internal and External Co-Supervisor for the Master's programme must meet the following criteria (Table 6)^[1]:
- holds a Doctoral Degree; OR
 - holds a Master's Degree in the related field AND has at least one (1) year of experience in teaching and research.
- 4.3.2. The appointed Internal and External Co-Supervisor for the Doctor of Philosophy programme must meet the following criteria (Table 6)^[1]:
- holds a Doctoral Degree; OR
 - holds a Master's Degree AND has at least one (1) year of experience in teaching and research AND approved by the Senate.
- 4.3.3. The Senate may approve additional criteria for the appointment of Internal and External Supervisors for Master's and Doctor of Philosophy programmes.

TABLE 6: REQUIREMENTS FOR THE APPOINTMENT OF INTERNAL/EXTERNAL SUPERVISORS FOR THE RESEARCH MODE PROGRAMME

STUDY PROGRAMME	REQUIREMENTS FOR THE INTERNAL/EXTERNAL SUPERVISOR	
	MASTER'S DEGREE	DOCTORAL DEGREE
MASTER'S	<ul style="list-style-type: none"> Eligible to supervise 1 year of experience in teaching and research 	Eligible to supervise
DOCTOR OF PHILOSOPHY	<ul style="list-style-type: none"> Eligible to supervise 1 year of experience in teaching and research Approved by the Senate 	Eligible to supervise

[1] Commencing from the admission of students for Semester 1 Academic Session 2021/2022

4.4. Field Supervisor

- 4.4.1. The appointed Field Supervisor for the Master's programme must at least meet the following criteria (Table 7) ^[1]:
- holds a Bachelor's Degree AND has at least 5 years of experience in the related field at a level appropriate for the dissertation.
- 4.4.2. The appointed Field Supervisor for the Doctor of Philosophy programme must at least meet the following criteria (Table 7) ^[1]:
- holds a Master's Degree AND has at least 10 years of experience in the related field at a level appropriate for the thesis.
- 4.4.3. The Senate may approve additional criteria for the appointment of Field Supervisors for Master's and Doctor of Philosophy programmes.

TABLE 7: REQUIREMENTS FOR THE APPOINTMENT OF FIELD SUPERVISORS FOR THE RESEARCH MODE PROGRAMME

STUDY PROGRAMME	MINIMUM REQUIREMENTS FOR THE APPOINTMENT OF FIELD SUPERVISORS
MASTER'S	<ul style="list-style-type: none"> A Bachelor's Degree (Level 6, MQF) AND at least five (5) years of relevant experience at a level appropriate for the dissertation (applicable to Supervisors from the industry/practitioners only).
DOCTOR OF PHILOSOPHY	<ul style="list-style-type: none"> A Master's Degree (Level 6, MQF) AND at least ten (10) years of experience in the related field at a level appropriate for the thesis (applicable to Supervisors from the industry/practitioners only).

[1] Commencing from the admission of students for Semester I Academic Session 2021/2022

- 4.5 Newly appointed supervisors must attend the Supervisor Training Course organised by the UMPSA Registrar's Office.
- 4.6. Additional Information on the Requirements for the Appointment of Supervisors**
- a. For fields with Programme Standards, the requirements for the appointment of Main Supervisors, Co-Supervisors, and Field Supervisors must follow the specified criteria. Any changes to these requirements must obtain the Senate's approval and be included as an appendix in the Academic Regulations for Graduate Studies as Specific Requirements by Field.
- b. Any revisions made to the requirements for Main Supervisors, Co-Supervisors, and Field Supervisors by the accreditation body and the Department of Higher Education or *Jabatan Pendidikan Tinggi* (JPT) will be applicable from the effective date of such changes.

ARTICLE 5: ACADEMIC YEAR

5.1. Research Mode Programme

- 5.1.1. The Master's and Doctor of Philosophy by Research programmes comprise two semesters per academic year, designated as Semester I and Semester II (refer to Table 8).
- 5.1.2. Each semester consists of at least 18 weeks (including research, proposal presentation, lectures, colloquium, research progress report, and oral examination).

5.2. Coursework and Mixed-Mode Programmes

- 5.2.1. The academic year for the Coursework and Mixed-Mode Master's programmes is divided into two (2) regular semesters; Semester I and Semester II (refer to Table 8). Each semester comprises a minimum of 18 weeks (including lectures, examination, and preparation).
- 5.2.2. In addition to the two (2) regular semesters, the University also offers one (1) short semester that consists of nine (9) weeks following Semester II. This additional semester is not included in the programmes' designated study duration.
- 5.2.3. Nevertheless, for programmes that have been approved by the Senate (refer to Appendix 4), one (1) short semester, known as Semester III, consisting of nine (9) weeks and conducted after Semester II, is included in the programmes' designated study duration.
- 5.2.4. The academic year for academic programmes in collaboration with other HEPs is subject to the signed cooperation agreement.

TABLE 8: ACADEMIC YEAR FOR GRADUATE PROGRAMMES

PROGRAMME	ACADEMIC YEAR		
	SEMESTER I	SEMESTER II	SEMESTER III***
MASTER'S DEGREE AND DOCTOR OF PHILOSOPHY BY RESEARCH	18 Weeks*	18 Weeks*	Not Applicable
MASTER'S DEGREE BY COURSEWORK AND MIXED MODE	18 Weeks**	18 Weeks**	9 Weeks**

* Including research, proposal presentation, lectures, colloquium, research progress report, and oral examination.

** Including lectures, examination, and preparation.

***Refer to the list of programmes in Appendix 4.

ARTICLE 6: TUITION FEES, DURATION OF STUDY, DURATION OF RESIDENCY AND PROGRAMME PLACEMENT

6.1. Tuition Fees

- 6.1.1. Students with outstanding fees are not allowed to register for courses and attend classes.
- 6.1.2. Failure to settle fees within the period stipulated by the University may result in the suspension of studies for the respective semester.
- 6.1.3. Tuition fees for students enrolled in a (i) Dual; (ii) Double or (iii) Joint Degree programmes are at the rate set by both universities unless there is another agreement stipulated in the Memorandum of Agreement (MoA).

6.2. Duration of Study

- 6.2.1. Students enrolled in the Master's or Doctor of Philosophy programmes must adhere to the specified duration of study (Table 9).
- 6.2.2. Nevertheless, the Senate may grant exceptions to outstanding students by allowing them to complete their studies in a shorter duration. The criteria that constitute the definition of an outstanding student can be found in the Graduate Studies Academic Handbook.
- 6.2.3. For students who upgrade from the Master's programme to the Doctor of Philosophy programme, the calculation of their study duration commences on the date of Senate approval for their upgrade applications.
- 6.2.4. Students who intend to extend their maximum duration of study must obtain approval from the Faculty Dean, and the allowed duration for each application is one semester. Applications must be made and approved before the requested semester begins.

TABLE 9: DURATION OF STUDY FOR EACH PROGRAMME

PROGRAMME	MODE	FULL TIME		PART TIME	
		MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
MASTER'S	Coursework*	12 Months	36 Months	24 Months	60 Months
	Mixed-Mode*	(1 Year)	(3 Years)	(2 Years)	(5 Years)
	Research	24 Months (2 Years)	48 Months (4 Years)	36 Months (3 Years)	72 Months (6 Years)
DOCTOR OF PHILOSOPHY	Research**	36 Months	72 Months	48 Months	96 Months
		(3 Years)	(6 Years)	(4 Years)	(8 Years)

*Subject to programme approval by the Ministry of Higher Education (MoHE)

**Commencing from the admission of students for Semester II 2019/2020

6.3. Duration of Residency

6.3.1. The minimum residency period specified for Master's and Doctor of Philosophy programmes must be met by all enrolled students.

6.3.2. The minimum residency period for all modes of Master's and Doctor of Philosophy programmes is one (1) semester. ^[2].

6.4. Programme Placement

6.4.1. The Master's and Doctor of Philosophy by Research programmes can be conducted at:

- a. Faculties or Research Centres or Institutes at recognized universities either domestically or abroad; OR
- b. Industry, commercial, government, education or research organisations approved by the Senate; OR
- c. A combination of the above.

6.4.2. Although students can conduct research in industries or approved institutions, students must sit for all assessments and academic activities conducted by the Faculty throughout their studies.

6.4.3. Students must obtain an official approval from the Faculty Dean and IPS for placement of programmes abroad for an approved duration. An official letter from the related university must be attached as proof.

6.4.4. Students enrolled in (i) Dual (ii) Double or (iii) Joint Degree programmes must conduct their studies at the university/institution that has been registered by them.

[2] Commencing from the admission of students for Semester II 2019/2020

ARTICLE 7: STUDENT REGISTRATION

7.1. Registration of New Students

- 7.1.1. All prospective students are required to register for the offered programme after paying student fees according to the university's specified date.
- 7.1.2. The admission offer is automatically void if any prospective student fails to register for the programme on the date specified by the university.
- 7.1.3. All prospective students of the Coursework and Mixed Mode Programmes must register by the end of the week two (2) of the semester.
- 7.1.4. Prospective students of the Research Mode Programme must register by the end of week 15 of the semester.
- 7.1.5. All Research Mode students must submit their Research Plan online before week 16 of the semester.
- 7.1.6. Prospective students of the Research Mode Programme are allowed to register after week 15 with the 'Newly Registered' or *Baru Mendaftar (BM)* status, and that semester will not be counted in the students' duration of study.
- 7.1.7. Prospective students pursuing a (i) Dual (ii) Double or (iii) Joint Degree programme must register with UMPSA and the designated Higher Education Institution.
- 7.1.8. International students must obtain approval from the Malaysian Immigration Department before entering Malaysia. Students must also comply with all regulations and laws stipulated by the Malaysian Immigration Department.
- 7.1.9. UMPSA registered students, whether full-time or part-time, are not allowed to register for a degree or other study programmes with any other educational institution.
- 7.1.10. Students must comply with all university regulations and laws after signing the declaration form during registration.

7.2. Registration of Senior Students ^[3]

- 7.2.1. Students must register for every course taken during each semester within a timeframe specified by the university.
- 7.2.2. All senior students including senior students whose studies were interrupted must register for courses in the next semester and pay the tuition fees according to the date specified by the university.
- 7.2.3. Senior students whose studies were interrupted due to deferment, suspension, or other reasons with university approval are allowed to re-register for the programme.
- 7.2.4. Coursework and Mixed Mode students may exceed the maximum credit limit for course registration, subject to the approval from the Faculty Dean.
- 7.2.5. All senior students must register by the end of the second week of semester.
- 7.2.6. Students who fail to register for courses without a valid reason may face termination from their studies.

[3] Students who enrolled before Semester I Academic Session 2022/2023 must renew their registration by paying miscellaneous fees, while students who enrol starting from Semester I Academic Session 2022/2023 must renew their registration by paying the Oral Examination fee and miscellaneous fees when submitting their thesis to IPS.

- 7.2.7. Students who do not register for courses must apply for a study deferment, and the deferment will be counted towards the student's duration of study (Refer to Article 19).
- 7.2.8. Senior students whose studies were interrupted must re-register for their courses.

7.3 Late Course Registrations

Students who fail to register for courses before the deadline will be subject to a late registration fee.

7.4 Registration of Courses

- 7.4.1. Students must register for every course taken during each semester within a timeline specified by the university.
- 7.4.2. Students must register for at least the minimum number of credits of their programme.
- 7.4.3. Students must register for courses with the correct course code or its equivalence.
- 7.4.4. All senior students including senior students whose studies were interrupted must register in the next semester and pay the tuition fees according to the date specified by the university.
- 7.4.5. Failure to register within the specified timeframe without a valid reason accepted by the university will result in the student's termination from their studies.

7.5 Registration of Compulsory Attendance Courses

- 7.5.1. Students must retake Compulsory Attendance Courses or *Kursus Hadir Wajib (HW)* that they fail until they pass.
- 7.5.2. Course credits registered with the HW status will not be counted in the calculation of grade points. Students who register for HW courses must meet attendance requirements and undergo all assessments.
- 7.5.3. The course grade for students who pass is 'Present Pass' or *Hadir Lulus (HL)*, while the grade for students who fail and must retake the course is 'Incomplete' or *Tidak Selesai (TS)*.

7.6 Amendment of Course Registration

- 7.6.1. Students can add or drop courses within the specified period.
- 7.6.2. Any application for amendment made after the specified period without a valid reason will incur a fee.

7.7 Withdrawal of Courses

- 7.7.1. Students can apply to withdraw from any course they have registered for within the period specified by the university.
- 7.7.2. The TD code will be recorded in the course registration record and student transcript.

7.8 Registration of Repeat Courses

- 7.8.1. Students who fail a course must retake the course until they pass.
- 7.8.2. For students retaking a course, the current grade will replace the previous grade.
- 7.8.3. For the purpose of calculating the grade point, the current course's point value will be taken into account and the previous point value will be nullified.
- 7.8.4. The U code will be recorded in the course registration record and transcript.

ARTICLE 8: CREDIT TRANSFER AND COURSE EXEMPTION

8.1 Vertical Credit Transfers

- 8.1.1. Coursework and Mixed Mode students can be given Vertical Credit Transfer provided that:
- students must hold a Bachelor's degree recognized as equivalent by the Senate with course content or learning outcome equivalence of not less than 80%; OR
 - candidates have experience recognized by the Senate as equivalent to a Bachelor's degree; AND
 - credit transfers must be applied for in the first semester of study unless permission is granted by the Dean.
- 8.1.2. The minimum grade for credit transfer courses is B or is subject to the current faculty stipulation.
- 8.1.3. Students can apply for vertical credit transfers, subject to approval from the faculty Dean.
- 8.1.4. Credit transfers is allowed up to 30% (a combined credit transfer involving academic qualifications and Accreditation of Prior Experiential Learning for the Purpose of Credit Award (APEL.C), Massive Open Online Courses (MOOC) and Micro-Credential (MC) from the total graduate credit of the Master's programme to be enrolled in).
- 8.1.5. Master's core courses transferred to the UMPSA Bachelor's level can be counted as Elective courses or Open Specialization Programme Certificates (SPPT).
- 8.1.6. The implementation of this credit transfer policy is not limited to programmes within UMPSA only but can also be considered for other IPTs (including international mobility programmes). If it involves other IPTs, there must be a procedure for implementation between the IPT and UMPSA.
- 8.1.7. Doctor of Philosophy students can apply for exemption of the Research Methodology Course if the equivalence between course content or learning outcomes is not less than 80%.

8.2 Horizontal Credit Transfers

- 8.2.1. Coursework and Mixed Mode students may be eligible for horizontal credit transfer which involves transferring credits along with the grade points, based on the following situations:
- Credit transfers are not allowed for students who already possess qualifications and intend to pursue education for the second time at the same level as the qualifications they already possess.
 - Credit transfers are allowed for students who are in a programme but intend to change to another programme in the same field as the programme they are currently in.
 - There is no credit transfer limit for changing programmes within the same university.
 - The credit transfer limit for students from other HEPs to the university is subject to the condition that they have completed at least one semester of residency involving teaching and learning activities, excluding mobility or its equivalent.
 - Credit transfers are not allowed for students who fail a programme and want to continue studying in another programme at the same level.
 - Credit transfers can be considered for students who have quit their studies and subsequently intend to resume their studies but in a different programme at the same level.

- g. The total horizontal credit transfer for MOOCs should not exceed 30% of the total graduate credits.
- 8.2.2. Coursework and Mixed Mode students can apply for horizontal credit transfers of a Course provided that:
- The course is from a programme equivalent to the programme to be pursued;
 - The equivalence between course content or learning outcomes should not be less than 80%;
 - The approved horizontal credit transfers will be included in the calculation of GPA and CGPA; and
 - The credit value of the previous programme should be at least equivalent to the credit value of the course applied for.
- 8.2.3. Credit transfers (vertically and horizontally) are permitted up to 30% of the total graduate credits of the pursued Master's programme.
- 8.3. Course Exemption**
- 8.3.1 Exemption from courses will not result in students receiving credit for the exempted courses.
- 8.3.2 If the course exemption for Coursework and Mixed Mode Programmes results in the graduate credits being insufficient, students are required take another course to replace the exempted course.
- 8.3.3. Coursework and Mixed Mode students who have experience equivalent to the Master's level course approved by the Senate can be granted course exemption.

ARTICLE 9: CHANGE OF LEARNING MODE, STUDY MODE, STUDY METHOD, FIELD OF RESEARCH AND SUPERVISOR

9.1. Change of Learning Mode

- 9.1.1. Students who intend to change the learning mode from full-time to part-time or vice versa must obtain approval of the Faculty Dean.
- 9.1.2. Changing the learning mode is permissible only twice throughout students' duration of study.
- 9.1.3. Applications must be made one semester before the intended learning-mode change and the application must be submitted online.

9.2. Change of Study Mode

- 9.2.1. Master's students who wish to change their Study Mode (Research Mode/Coursework Mode/Mixed Mode) must obtain approval from the Faculty Meeting.
- 9.2.2. Changing the type of study is permissible only once throughout a student's duration of study.
- 9.2.3. Applications must be made after one semester of the student's study.

9.3. Exchange of Study Method

- 9.3.1. An exchange of study method is permissible only once throughout a student's study duration of study.
- 9.3.2. An exchange from Distance Learning Research Method and Industry Method to Conventional is permissible.

- 9.3.3. An exchange from Industry Method to Distance Learning Research Method is allowed, but not vice versa.
- 9.3.4. Fast Track can be changed to the Conventional Master's programme following the result of the Candidature Defence.
- 9.3.5. The Conventional Master's Study Method can be upgraded to the Conventional Doctor of Philosophy Study Method according to the criteria set in Article 10.1.

9.4. Change of Research Field

- 9.4.1. Master's and Doctor of Philosophy by Research students who wish to change their research field must obtain support of the Main Supervisor and approval in the Faculty Meeting.
- 9.4.2. Change of research field is permissible only once throughout a student's duration of study.
- 9.4.3. Only senior students are allowed to apply for a change of research field.
- 9.4.4. An application to change the field of research is not permissible after conferment.

9.5. Change of Supervisor

- 9.5.1. A change of Supervisor requires approval in the Faculty Meeting, subject to a strong justification, prior to the Thesis Submission Notice.

ARTICLE 10: UPGRADE OF STUDY PROGRAMME

10.1. Upgrade of Study Programme

- 10.1.1 Only students enrolled in the Conventional Research Mode at UMPSA are eligible to upgrade from a Master's programme to a Doctor of Philosophy.
- 10.1.2 Master's students are required to hold a Bachelor's Degree in the related field with a:
 - a. CGPA ≥ 3.00 ; OR
 - b. $2.75 \leq \text{CGPA} < 3.00$ with 10 years of work experience in the related field.
- 10.1.3. Students are eligible to upgrade their study programme by fulfilling the following conditions:
 - a. submitting an online application within twelve (12) months for full-time students and within twenty-four (24) months for part-time students; AND
 - b. having published two (2) articles in SCOPUS/WOS/ERA indexed conference proceedings OR one (1) article in a SCOPUS/WOS/ERA indexed journal; AND
 - c. receiving Senate approval for the programme update.
- 10.1.4. Students must pass three (3) relevant Competency Courses identified by the faculty as a requirement for conferment.^[4]
- 10.1.5. Students are only permitted to submit a Thesis Submission Notice at least six (6) months before their minimum active duration of study.^[4]
- 10.1.6. The calculation of the study duration for Doctor of Philosophy students (Upgraded from the Master's programme) begins from the date of the Senate approval of the student's application.
- 10.1.7. Students are only allowed to apply for the upgrade once throughout their duration of study.

10.2. Fast Track Programme

- 10.2.1 The fast-track programme is only available to candidates who hold a Bachelor's Degree in the related field with First Class Honours or CGPA ≥ 3.67 , or its equivalent in an academic or TVET programme. For international candidates, the offer is exclusively open to UMPSA Alumni.
- 10.2.2 Candidates are required to follow the established procedure for online application.
- 10.2.3 Candidates must present the Candidature Defence in the fourth (4) semester.^[4]
- 10.2.4 Students must pass three (3) relevant Competency Courses that have been identified by the faculty before conducting the Candidature Defence presentation.^[4]
- 10.2.5 Students must publish two (2) Scopus indexed journal publications or equivalent before conducting the Candidature Defence presentation.
- 10.2.6 Students will not be conferred with a Master's qualification as an 'exit award' if they do not meet the requirements at the Doctor of Philosophy level.
- 10.2.7 However, if students do not achieve the academic merit for a Doctor of Philosophy during the Candidature Defence presentation, their study will be converted to a Full-Time Conventional Master's programme.

ARTICLE 11: CREDIT SCHEME

11.1. Course Credit and Credit Value

Each course has a credit value, and the calculation of credit value is based on SLT or according to the university's stipulation.

11.2. Maximum Credit Load

The maximum credit load for students depends on the faculty.

11.3. Minimum Programme Credit

The minimum credit for Coursework and Mixed Mode programmes is 40 credit hours.

ARTICLE 12: ASSESSMENT

12.1. Attendance

- 12.1.1 Students should attend lectures according to the university's stipulation.
- 12.1.2 Regulation 12.1.1 does not apply to courses that are conducted flexibly and approved by the Senate.
- 12.1.3 Regulation 12.1.1 does not apply to students who need to participate in special academic activities with the approval of the Faculty Dean. Students are fully responsible for ensuring learning outcomes are achieved.

[4] All new and existing students

12.2. Assessment Scheme

Assessments for each course can be done periodically and continuously throughout a semester according to the method determined by the faculty, subject to Senate approval.

12.3. Final Examination

12.3.1 Eligible students are required to sit for the final examination. Failure to attend the final examination without an acceptable reason by the university may result in the student receiving a failing grade (F).

12.3.2 Students must comply with the stipulated Final Examination Regulations. Disciplinary action will be taken against students who violate any instructions enforced from time to time.

12.3.3 The announcement of Final Examination Results will be made within a timeframe specified by the university.

12.4 Special Examination

12.4.1 A Special Examination can be held for the following cases:

- a. Students who are unable to attend the final examination due to a confirmed illness by the university or government medical officer; OR
- b. Students who have lost their mother/father/guardian/husband/wife/child; OR
- c. Students who need to provide intensive care to their mother/father/guardian/husband/wife/child who is critically ill; OR
- d. Other reasons that can be accepted by the university.

12.4.2 A special examination cannot be held for cases like the following:

- a. Students who did not sit for the final examination without a reason that can be accepted by the university; OR
- b. Students who fail due to academic dishonesty.

12.5 Review of Final Examination Answer Scripts and Final Assessment

- a. Students can appeal for a review of the final examination answer scripts and final assessment at the faculty for any course within seven (7) days after the grades are announced or according to a date set by the university.
- b. The appeal for a review of the final examination answer scripts and final assessment is a review of the final examination answer scripts by the lecturer to ensure the absence of technical errors in terms of miscalculation or parts of the script that were not evaluated.
- c. Students can refer to the Final Examination and Final Assessment Guidelines provided by the university for more information.

12.6. Academic Dishonesty

Any form of academic dishonesty is prohibited, and students found guilty will face disciplinary action under the UMPSA Rules (Student Discipline Regulations) 2009.

12.7. Research Plan

12.7.1 Students in the Research Mode programme are required submit a Research Plan online to the Main Supervisor in the first semester of study.

12.7.2 Students' Research Plan are evaluated and endorsed by the Main Supervisor.

12.8. Research Proposal Presentation

- 12.8.1 Research Mode students are required to present their Research Proposal.
- 12.8.2 Full-time and part-time Research Mode Master's and Doctor of Philosophy students must present their research proposal within a specified timeframe.
- 12.8.3 Completion of the Research Methodology course is compulsory before students can present their research proposal.
- 12.8.4 The Faculty Research and Development Committee or *Jawatankuasa Penyelidikan dan Pembangunan Fakulti (JPSF)* approves the list of examiner panel members for the Research Proposal Presentation session, which is then notified at the Faculty Meeting.
- 12.8.5 Examiners submit the research proposal examination report online, which serves as a guide to improve the quality of the students' research.
- 12.8.6 Students are not required to submit corrections following the Research Proposal assessment.

12.9. Candidature Defence (Programme Upgrade)

- 12.9.1 Master's by Research students who intend to upgrade to Doctor of Philosophy through the Programme Upgrade are required to conduct a Candidature Defence.
- 12.9.2 JPSF approves the list of examiner panel members for the Candidature Defence session, which is then notified at the Faculty Meeting.
- 12.9.3 Examiners submit the Candidature Defence examination report online, and this report determines the eligibility of students to upgrade to the Doctor of Philosophy Programme. Students will be retained in the Master's programme if they do not meet the requirements.
- 12.9.4 Students are not required to submit corrections following the Candidature Defence assessment.

12.10. Candidature Defence (Fast Track Programme)

- 12.10.1 Bachelor's Degree graduates who intend to upgrade to the Doctor of Philosophy programme via Fast Track must conduct a Candidature Defence in the fourth (4) semester of their Doctor of Philosophy studies.
- 12.10.2 JPSF approves the list of examiner panel members for the Candidature Defence session, which is then notified at the Faculty Meeting.
- 12.10.3 Examiners submit the Candidature Defence examination report online, and this report determines the eligibility of the students' academic merit for upgrade to the Doctor of Philosophy Programme. Students will be transferred to the Conventional Master's programme if they do not meet the requirements.
- 12.10.4 Students are not required to submit corrections following the Candidature Defence assessment.

12.11. Progress Report

- 12.11.1 Research Mode students are required to submit a Progress Report to the Main Supervisor online every semester.
- 12.11.2 Students' Progress Report is evaluated and endorsed by the Main Supervisor.
- 12.11.3 Students who fail to submit the Progress Report without a reason accepted by the university may be given an Unsatisfactory or *Tidak Memuaskan (TM)* grade.

- 12.11.4 Students who obtain a TM grade for two (2) consecutive semesters without an acceptable reason approved by the university may be subject to termination of their studies.
- 12.11.5 The announcement of the Progress Report Results will be made within a timeframe specified by the university.

12.12 Presentation of Research Findings in Colloquiums/Seminars

- 12.12.1 Research Mode students are required to present their research findings in Colloquiums or Seminars.
- 12.12.2 The colloquium or seminar examination report is submitted online by the examiner and serves as a guide to improve the quality of the students' research.
- 12.12.2 Students are not required to submit corrections following the colloquium or seminar research findings assessment.

12.13. Article Publication ^[5]

- 12.13.1. Students in the Research Mode Master's programme are required to publish at least one (1) article in SCOPUS indexed conference proceedings or its equivalent (Appendix 5). A summary of the article publication can be referred to in Table 10.
- 12.13.2. Students in the Doctor of Philosophy programme must publish at least two (2) SCOPUS indexed journals or its equivalent (Appendix 5).
- 12.13.3. Only affiliates of 'Universiti Malaysia Pahang Al-Sultan Abdullah' are considered for conferment in student publications.
- 12.13.4 All student publications must be registered under UMPSA-IR.
- 12.13.5. Students must be the first author and the supervisor must be the corresponding author or equivalent for the published article. For guidelines on what constitutes equivalence, please consult the Academic Regulations for Graduate Studies.

TABLE 10: NUMBER OF ARTICLE PUBLICATIONS BY PROGRAMME

PROGRAMME	MODE	ARTICLE PUBLICATION REQUIREMENT
MASTER'S	Research	1 article in SCOPUS indexed conference proceedings or equivalent
DOCTOR OF PHILOSOPHY	Research	2 SCOPUS indexed journals or equivalent

5] Commencing from the admission of students for Semester I Academic Session 2021/2022.

12.14 Pre-Oral Examination

- 12.14.1 Students in the Research Mode programme are required to deliver a presentation in a pre-oral examination.
- 12.14.2 The pre-oral examination is a prerequisite assessment for the Oral Examination.
- 12.14.3 The pre-oral examination is conducted after students submit the Thesis Submission Notice and the Faculty Meeting has approved the appointment of the examination panel.
- 12.14.4 The pre-oral examination report is submitted by the examiner online and this report serves as a guide to improve the quality of the students' Theses.
- 12.14.5 Students are not required to submit corrections following the pre-oral examination assessment.

12.15 Thesis/Dissertation/Master's Project Report

- 12.15.1 Students in the Research Mode programme must hand in the Thesis Submission Notice prior to Thesis submission for an oral examination based on the following conditions:
 - a. Students are only allowed to hand in the Thesis Submission Notice at least six (6) months before the minimum active study duration of the student. ^[6]
 - b. Approval from the Senate is required if the student intends to hand in the Thesis Submission Notice earlier than the specified period.
 - c. Students must have an active status when handing in the Thesis Submission Notice.
 - d. Students are required to upload a summary/abstract of the thesis online together with the Thesis Submission Notice.
 - e. If students fail to submit the Thesis Submission Notice within six (6) months from the date of the Thesis Submission Notice, they must submit a written application endorsed by the main supervisor to apply for an extension.
- 12.15.2 Students in the Research Mode programme are required to submit their Thesis for the oral examination based on the following conditions:
 - a. Students must fulfil the minimum publication requirements and complete the minimum duration of study based on active semesters within their study duration.
 - b. IPS will not accept Theses that are not written according to the format specified in the UMPSA Thesis Guide.
 - c. Students must ensure that their thesis fulfils the specified similarity index requirement.
 - d. Students must submit a copy of the Thesis online for the oral examination along with the Plagiarism Review Report, pre-oral examination assessment form, and a copy of the publication that has been registered at UMPSA-IR.
 - e. If there is a change to the Thesis title from the one submitted in the Thesis Submission Notice, students must obtain a written acknowledgment from the main supervisor and verification from the Faculty Dean.

[6] All new and existing students

12.16 Oral Examination

- 12.16.1. Eligible students in the Research Mode programme are required to present their research in the oral examination. Failure to attend the oral examination without a university-accepted reason may result in termination from the programme.
- 12.16.2. Students in the Dual Degree programmes must attend the oral examination at least once at one of the institutions.
- 12.16.3. Students in the Double Degree programmes must attend the oral examination at both institutions.
- 12.16.4. Students in the Joint Degree programmes must attend the oral examination at least once at one of the institutions.
- 12.16.5. Students are required to adhere to the established Oral Examination Regulations. Violation of any of these instructions enforced from time to time may result in disciplinary action.
- 12.16.6. The Announcement of the Oral Examination Result will be made after the end of the oral examination session by the Chairperson of the Oral Examination.
- 12.16.7. Students who fail to submit their thesis corrections within the specified period without a valid reason accepted by the university may face termination from the programme.
- 12.16.8. Students are required to submit thesis corrections to their supervisor and/or examiner to be verified prior to submitting the hardbound thesis for conferment.
- 12.16.9. The conferment announcement will be made within a timeframe set by the university.

ARTICLE 13: THESIS WRITING

13.1. Language Use

The language use in writing a Thesis, Dissertation, or Master's Project Report should adhere to the following guidelines:

- a. Be written in English or Malay.
- b. The use of other languages should be subject to approval by the Senate.

13.2. Word Count

The maximum word count for Theses:

- a. Master's Degree (other than Languages, Humanities, Occupational Safety & Health, and Business Studies) is 40,000 words.
- b. Master's Degree in Languages, Humanities, Occupational Safety & Health, and Business Studies may be referenced in Appendix 6.
- c. Doctor of Philosophy (other than Languages, Humanities, Occupational Safety & Health, and Business Studies) is 100,000 words.
- d. Doctor of Philosophy in Languages, Humanities, Occupational Safety & Health, and Business Studies may be referenced in Appendix 6.

TABLE 11: THESIS WORD COUNT

PROGRAMME	FIELD	NUMBER OF WORDS
MASTER'S DEGREE	All fields except Languages, Humanities, Occupational Safety and Health, Business Studies	A maximum of 40,000 words
DOCTOR OF PHILOSOPHY	All fields except Languages, Humanities, Occupational Safety and Health, Business Studies Maximum 100,000 words	A maximum of 100,000 words

13.3. Corrections and Verification of Corrections

- 13.3.1. Students are required to complete and submit thesis corrections after undergoing the oral examination.
- 13.3.2. Verification of the corrections must be done based on the students' oral examination scale (refer to the Academic Regulations for Graduate Studies).

13.4. Review of the Verified Thesis Correction by Supervisor and/or Examiner

Students who are dissatisfied with the verification of their thesis corrections by the supervisor and/or examiner may request a review of the verification process within a timeframe specified by the university.

ARTICLE 14: GENERAL RESEARCH COURSE

14.1. Competency Course

- 14.1.1. The Competency Course is a prerequisite for conferment for students who have been approved for a Programme Upgrade, Fast Entry, and Distance Supervision.
- 14.1.2. Students (referring to Article 12.13.1) are required to take three (3) Competency Courses.
- 14.1.3. Students who do not pass or complete this course can re-register in the following semester without incurring a course fee.

14.2. Research Methodology Course

- 14.2.1. Students in the Research Mode programme are required to attend and pass the Research Methodology Course.
- 14.2.2. All students must register for the Research Methodology Course (Compulsory General Course) in the first semester of study.
- 14.2.3. Students must submit their Research Proposal Paper online for the Main Supervisor's assessment.
- 14.2.4. The Proposal Paper is one of the mandatory assessments in the Research Methodology Course.

14.2.5. The Research Methodology Course is a prerequisite for the Research Proposal Presentation.

ARTICLE 15: APPOINTMENT OF EXAMINING PANEL

15.1. Internal Examination Panel

15.1.1. The appointment of an Internal Examination Panel to assess students' theses must receive Faculty Meeting approval in accordance with the following conditions:

- a. The appointment of internal examiners should be based on their expertise in the related field, their professionalism, and well-respected standing in the academic community. A summary of the Examiner's qualifications is provided in Table 12.a.
- b. Internal Examiners for the Doctor of Philosophy programme must:
 - i. Hold a Doctor of Philosophy degree; AND
 - ii. Have experience in supervising students until graduation.
- c. Internal Examiners for the Master's Research Mode programme must:
 - i. Hold a Doctor of Philosophy degree AND have experience in supervising students as the Main Supervisor or Co-Supervisor AND be actively involved in research and publications; OR
 - ii. Hold a Master's degree AND have experience in supervising students until graduation.

TABLE 12: QUALIFICATION REQUIREMENTS FOR APPOINTMENT OF RESEARCH MODE EXAMINERS

STUDENT PROGRAMME	EXAMINER TYPE	EXAMINER QUALIFICATION	
		MASTER'S DEGREE	DOCTORAL DEGREE
MASTER'S	Internal Examiner	<ul style="list-style-type: none"> • Eligible • Have had students graduate 	<ul style="list-style-type: none"> • Eligible • Previously supervised graduate students • Actively involved in research • Has publications
	External Examiner	Not eligible	<ul style="list-style-type: none"> • Eligible • Have had PhD students graduate • Holds the position of Associate Professor or higher
PHD	Internal Examiner	Not eligible	<ul style="list-style-type: none"> • Eligible • Have had students graduate
	External Examiner	Not eligible	<ul style="list-style-type: none"> • Eligible • Have had PhD students graduate • Holds the position of Associate Professor or higher

15.2. External Examiner Panel

- 15.2.1. The appointment of an Internal Examination Panel to assess students' theses must receive Faculty Meeting approval in accordance with the following conditions:
- The appointment of internal examiners should be based on their expertise in the related field, their professionalism, and well-respected standing in the academic community. A summary of the Examiner's qualifications is provided in Table 12.
 - The appointed external examiners must have supervised at least one (1) Doctor of Philosophy student until graduation.
 - The appointed external examiners must be senior academic experts in the related field, holding at least the position of Associate Professor or higher, at a higher education institution locally or abroad.

ARTICLE 16: GRADING SYSTEM

- 16.1. Students' performance for a course in all postgraduate programs is indicated by the Performance Indicator as in Table 13.
- 16.2. Generally, the minimum passing grade for a course for the calculation of the grade point is 'B-'. However, the minimum passing grade for a course is subject to the faculty after receiving Senate approval.
- 16.3. The passing mark for a course based on learning outcomes is 60% or as determined by the faculty.

TABLE 13: POSTGRADUATE STUDENT PERFORMANCE INDICATORS

SCORE	COMMON GRADE	POINT VALUE
80 – 100	A	4.00
75 – 79	A-	3.67
70 – 74	B+	3.33
65 – 69	B	3.00
60 – 64	B-	2.67
55 – 59	C+	2.33
50 – 54	C	2.00
0 – 49	F	0.00

- 16.4. The performance indicator for the Research Methodology Course and Progress Report for the Research Mode Programme is shown in Table 14.
- 16.5. The performance indicator for prerequisite courses for all postgraduate programmes are also shown in Table 14.

TABLE 14: PERFORMANCE INDICATOR FOR THE RESEARCH METHODOLOGY COURSE, PREREQUISITE COURSES, AND PROGRESS REPORT

TEACHING FORM	STATUS	GRADE	
RESEARCH METHODOLOGY COURSE	Compulsory Attendance or <i>Hadir Wajib (HW)</i>	Pass or <i>Hadir Lulus (HL)</i>	Fail or <i>Tidak Selesai (TS)</i> and must be repeated until passed
PREREQUISITE COURSE			
PROGRESS REPORT		Satisfactory (S)	Unsatisfactory or <i>Tidak Memuaskan (TM)</i>

- 16.6. In addition to the above grades, a TS (Incomplete) grade is also given to students who:
- are unable to sit for the final examination or complete a course due to illness confirmed by a Medical Officer recognized by the university; OR
 - have not completed the Dissertation; OR
 - have not completed the Final Project; OR
 - have failed the Research Methodology Course and Prerequisite Course; OR
 - have other reasons accepted by the Senate.
- 16.7 Students who receive a TS grade must complete the course.

ARTICLE 17: ACADEMIC STANDING

17.1. Coursework and Mixed Mode

- 17.1.1. Students' Academic Standing is determined using the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 17.1.2. The academic standing of students for Coursework and Mixed Mode is determined each semester using the CGPA as shown in Table 15.
- 17.1.3. Students who obtain a CGPA of <3.00 must improve their course grades until their CGPA is ≥3.00.

TABLE 15: ACADEMIC STATUS FOR COURSEWORK AND MIXED MODE

NO.	STUDENT ACHIEVEMENT	STATUS
1	CGPA ≥ 3.00	Good Standing (GS)
2	CGPA < 3.00	Conditional Status (CS)

17.2. Research Mode

- 17.2.1. The academic status of students for the Research Mode program is determined each semester as shown in Table 16.

TABLE 16: ACADEMIC STATUS FOR RESEARCH MODE

NO.	STUDENT ACHIEVEMENT	GRADE
1	Progress Report Mark \geq 40%	Satisfactory (S)
2	Progress Report Mark < 40%	Unsatisfactory (TM)

- 17.2.2 Students who receive a *TM* grade for two (2) consecutive semesters, with Senate approval, may:
- continue their studies; OR
 - be directed to suspend their studies in the following semester; OR
 - be terminated from their studies.

17.3. Student Study Level Status

The student study level status is determined by the faculty based on the number of credits earned.

ARTICLE 18: GRADUATION

18.1. Graduation Requirements

- 18.1.1 Coursework and Mixed Mode students are only eligible for conferment after the following requirements are met:
- fulfilled the graduating credit requirement; AND
 - achieved a CGPA of \geq 3.00; AND
 - fulfilled all other requirements; AND
 - obtained Senate approval.
- 18.1.2 Students by Research Mode are only eligible for conferment after the following requirements are met:
- submitted the hardbound thesis; AND
 - fulfilled all other requirements; AND
 - have obtained Senate approval.
- 18.1.3 Students for the Dual/Double/Joint Degree programme must fulfil the conferment requirements at both relevant universities.

18.2. Posthumous Graduation

- 18.2.1. The award of a Master's or Doctor of Philosophy degree to a student who has passed away during their studies and is eligible for conferment for the registered programme is subject to Senate approval.
- 18.2.2. Posthumous Graduation Requirements:
- Achieved a Good Standing (GS) status; AND
 - Achieved at least 80% of the graduate credit requirement and a satisfactory level of program learning outcomes; OR
 - Achieved a Satisfactory (S) status; AND

- d. At least submitted thesis for the pre-oral examination and achieved a satisfactory level of programme learning outcomes.

ARTICLE 19: DEFERMENT OF STUDIES

19.1. Counted Deferment (Personal and Financial)

- a. The deferment of study counted in the calculation of the study period (Defer-C) is based on the Dean's approval with reference to the student's online application due to personal or financial reasons.
- b. The deferral period is one (1) semester for each application with the approval of the Dean.

19.2. Counted Deferment (Automatic)

The deferment of study counted automatically in the calculation of the study period (Defer-C) is contingent upon the Bursary's review with regards to the student's failure to settle outstanding study fee within the timeframe stipulated in the Student Finance Guide and Regulations (UMPSA Postgraduate Program).

19.3. Uncounted Deferment

Uncounted deferment of study (*Defer-U*) in the calculation of the study period is based on the approval of the Dean of the Faculty;

- i. Course Offerings by Faculty
There are no courses offered by the Faculty in the current semester.
- ii. Health

The deferment period does not exceed one (1) year of academic study.

- 19.4. The Senat approval is required should the application for deferment exceeds two (2) times.
- 19.5. For health-related cases, the Senate reserves the right to determine whether students are allowed to continue their studies or to be dismissed based on the University Health Officer's verification.

ARTICLE 20: EXTENSION OF THE DURATION OF STUDY

- 20.1. Application for extension of the duration of study must obtain the Dean's approval.
- 20.2. Application for extension of the duration of study beyond the maximum duration requires to be notified in the Faculty Meeting and the University Graduate Studies Meeting.

ARTICLE 21: APPEAL

- 21.1 Appeal applications related to the academic process from application to conferment are allowed through the approval of the Faculty Meeting within the prescribed period and are subject to the relevant charges.

ARTICLE 22: GENERAL PROVISIONS

- 22.1. All implementation methods as stated in the Academic Regulations for Graduate Studies must be followed. The Senate reserves the right to amend any provision in this Academic Regulations for Graduate Studies from time to time.
- 22.2. Students are subject to the Universities & University Colleges Act (1971), the UMPSA Rules (Discipline of Students Rules 2009) and the Regulations of Students Fee Payment as well as all regulations in effect at the university from time to time.

APPENDIX 1: ENGLISH LANGUAGE ALIGNMENT*

ENGLISH PROFICIENCY TEST	COMPONENT	CEFR LOW B1	CEFR MID B1	CEFR HIGH B1	CEFR LOW B2	CEFR MID B2	CEFR HIGH B2
MUET	MUET	B3.0		B3.5	B4.0		B4.5
IELTS	IELTS	4.0	4.5	5.0	5.5	6.0	6.5
TOEFL	TOEFL iBT	30 – 31	33	40	46	60	79
	TOEFL Essentials (Online)	5	6.5	7.5	8	8.5	9.5
PEARSON TEST OF ENGLISH	PTE Academic/ PTE Academic (Online)	36	43	47	51	59	63
CAMBRIDGE ENGLISH QUALIFICATIONS AND TESTS	(i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	140	147	154	160	169	176
	(ii) Linguaskill Online						
	(iii) Occupational English Test (OET) (Conventional/Online)	-	-	-	200	250	300

*Effective from 11 August 2022

APPENDIX 2: SPECIFIC REQUIREMENTS BY FIELD OF STUDY

A. SPECIFIC REQUIREMENTS FOR THE LANGUAGE FIELD

1. ADMISSION REQUIREMENTS

1.1. Admission Requirements for Candidates with Qualifications in the Field of Study

1.1.1 Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.50 is eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$ is eligible for admission through a rigorous internal assessment.

1.1.2 Master's Degree by Mixed Mode and Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.75 is eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.50 \leq \text{CGPA} < 2.75$, is eligible for admission through a rigorous internal assessment.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$ can be considered for admission, subject to five (5) years of relevant work experience and a rigorous internal assessment.

1.1.3 Doctor of Philosophy

- a. The admission eligibility requirements for the candidates of the Doctor of Philosophy programmes are:
 - i. Bachelor's degree in a related field with a first class (CGPA ≥ 3.67) or equivalent; OR
 - ii. Master's Degree (Level 7, MQF) or equivalent in a related field.

1.2. Admission Requirements for Candidates Without Qualifications in the Field of Study

1.2.1 Prerequisite Courses

Candidates in unrelated fields is required to take prerequisite courses through micro-credentials before commencing their master's or doctorate studies or other related courses as prescribed by the Faculty.

1.2.2 Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in unrelated field with a CGPA ≥ 2.50 , is eligible for admission AND achieve at least B2 CEFR or equivalent in the language of instruction AND take prerequisite courses set by the Faculty.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in unrelated field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission by attending a rigorous internal assessment AND achieving at least B2 CEFR or equivalent in the language of instruction AND taking prerequisite courses as determined by the Faculty.

1.2.3 Master's Degree by Mixed Mode and Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a CGPA ≥ 2.75 , is eligible for admission AND achieve at least B2 CEFR or equivalent in the language of instruction AND take prerequisite courses set by the Faculty.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with $2.50 \leq \text{CGPA} < 2.75$, is eligible for admission by attending a rigorous internal assessment AND achieving at least B2 CEFR or equivalent in the language of instruction AND taking prerequisite courses that determined by the Faculty.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission with at least five (5) years of work experience in a related field AND attend a rigorous internal assessment AND achieve at least B2 CEFR or equivalent in the language of instruction AND take prerequisite courses set by the Faculty.

1.2.4 Doctor of Philosophy

Candidates who hold a Master's Degree (Level 7, MQF) in unrelated fields may be admitted by attending a rigorous internal assessment AND achieving at least B2 CEFR or equivalent in the language of instruction AND taking prerequisite courses set by the Faculty.

1.3. English Language Requirements

1.3.1. English Language Requirements for International Students

- a. International students pursuing an English language programme must achieve at least a Band 6.0 score in the IELTS exam or a CEFR B2 score in any equivalent exam (Refer to Appendix 1).
- b. International students pursuing a programme in a language other than English must achieve at least a Band 5.0 score in the IELTS exam or any equivalent exam.
- c. International student candidates who do not meet the English language requirements may be granted conditional approval. Applicants are given a period of two (2) years from the date of registration to fulfil this English language requirement. If the student FAILS to meet the English language competency requirements within the specified period, the student will be dismissed from the study programme.
- d. IELTS certificates or equivalent obtained must not be more than 2 years from the date of taking the test and registration of candidacy.
- e. TOEFL ITP and PBT certificates are not accepted for these programmes.

1.3.2. Exemption from English Language Requirements

According to the general conditions

2. APPOINTMENT OF SUPERVISORS

2.1. General Conditions for Appointment as Supervisors

2.1.1 Main Supervisor

- 2.1.1.1 The appointed Main Supervisor for the Master's programme in the language field must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a Language Field with a minimum of C1 CEFR or equivalent; OR
 - b. holds a Master's Degree (Level 7, MQF) in a Language Field with a minimum of C1 CEFR in the Language Field taught or equivalent AND
 - i. has work experience of at least five (5) years in teaching and research; OR
 - ii. has been appointed as Co-Supervisor at least once.
- 2.1.1.2 The appointed Principal Supervisor for the Doctor of Philosophy programme in the Field of Languages must meet the following criteria:
- a. holds a Doctoral Degree (Level 8, MQF) in a Language Field with a minimum of C1 CEFR or equivalent; AND
 - i. has work experience of at least two (2) years in teaching and research; OR
 - ii. has been appointed as Co-Supervisor at least once.
- 2.1.2 Co-Supervisor**
- 2.1.2.2. The appointed Internal Co-Supervisor and External Co-Supervisor for the Master's programme in the Field of Languages, must meet the following criteria:
- a. holds a Doctoral Degree (Level 8, MQF) in a Language Field with a minimum of C1 CEFR or equivalent; OR
 - b. holds a Master's Degree (Level 7, MQF) in the Language Field with a minimum of C1 CEFR in the taught Language Field or equivalent AND at least five (5) years of work experience in teaching and research.
- 2.1.2.3. The appointed Internal Co-Supervisor and External Co-Supervisor for the Doctor of Philosophy programme in the field of languages, must meet the following criteria:
- a. holds a Doctoral Degree (Level 8, MQF) in a Language Field with a minimum of C1 CEFR or equivalent; AND has at least two (2) years of working experience in teaching and research.

B. SPECIFIC REQUIREMENTS FOR BUSINESS STUDIES

1. ADMISSION REQUIREMENTS

1.1. Admission Requirements for Candidate Students with Qualifications in the Field of Study

1.1.1. Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.50 are eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$, can be considered for admission through a rigorous internal assessment.

1.1.2. Master's Degree by Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.75

- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.50 \leq \text{CGPA} < 2.75$, is eligible for admission through a rigorous internal assessment.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission by having at least five (5) years of work experience in a related field AND a rigorous internal evaluation.

1.1.3. Doctor of Philosophy

- a. The admission eligibility requirements for the candidates of the Doctor of Philosophy programmes are:
- b. Bachelor's degree in a related field with first class ($\text{CGPA} \geq 3.67$) or equivalent OR
- c. Master's Degree (Level 7, MQF) or equivalent in a related field.

1.2. Admission Requirements for Candidates Without Qualifications in the Field of Study

1.2.1. Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a $\text{CGPA} \geq 2.00$, is eligible for admission with at least one (1) year of work experience in a related field* and subject to a rigorous internal evaluation.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a $\text{CGPA} \geq 2.00$, may be admitted without work experience in a related field* and subject to passing prerequisite courses.

1.2.2. Master's Degree by Mixed Mode

- a. Candidate students who have a Bachelor's Degree (Level 6, MQF) not in a related field with a $\text{CGPA} \geq 2.50$, is eligible for admission AND achieve at least B2 CEFR or equivalent in the language of instruction AND take prerequisite courses set by the Faculty.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission by attending a rigorous internal assessment AND achieving at least B2 CEFR or equivalent in the language of instruction AND subject to passing prerequisite courses.

1.2.3. Master's Degree by Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a $\text{CGPA} \geq 2.50$, is eligible for admission with at least one (1) year of work experience in a related field* and subject to rigorous internal evaluation.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission with at least five (5) years of work experience in a related field* and subject to an internal assessment that tidy.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a $\text{CGPA} \geq 2.00$, is eligible for admission without work experience in a related field* and subject to passing prerequisite courses.

1.2.4. Doctor of Philosophy

Candidates who hold a Master's Degree (Level 7, MQF) in an unrelated field can be considered for admission without work experience in the related field* and subject to passing prerequisite courses.

1.3. English Language Requirements

1.3.1. English Language Requirements for International Students

- a. All international student candidates must achieve IELTS Band 6.0 or equivalent (Refer to Appendix 1)
- b. International student candidates who do not meet the English language requirements may be granted conditional approval. Applicants are given a period of two (2) years from the date of registration to fulfil this English language requirement. Students who FAIL to meet the English language competency requirements within the specified period will be dismissed from the programme.
- c. IELTS certificate or equivalent obtained must not be more than 2 years from the date of taking the test and registration of candidacy.
- d. TOEFL ITP and PBT certificates are not accepted in this programme.

1.3.2. Exemption from English Language Requirements

According to the general conditions

2. APPOINTMENT OF SUPERVISORS

2.1. General Conditions of Supervisor Qualification

2.1.1. Main Supervisor

- 2.1.1.1. The appointed Main Supervisor for Master's programme in related fields must meet the following criteria:
 - a. holds a Doctoral Degree (Level 8, MQF) in a relevant field; OR
 - b. has a Master's Degree (Level 7, MQF) in a relevant field AND
 - i. has relevant work experience* of at least five (5) years in teaching and research; AND
 - ii. has been appointed as Co-Supervisor at least once.
- 2.1.1.2. The appointed Main Supervisor for a Doctor of Philosophy programme in related fields must meet the following criteria:
 - a. holds a Doctoral Degree (Level 8, MQF) in a relevant field; AND
 - i. has experience* of at least two (2) years in teaching and research; AND
 - ii. has supervised a candidate's master's or doctoral research until completion
 - b. holds a Master's Degree (Level 7, MQF) in a relevant field; AND
 - i. has experience* of at least two (2) years in teaching and research; AND
 - ii. has supervised a candidate's master's or doctoral research to completion; AND
 - iii. has extensive experience in research, subject to Senate approval.

* Experience can be accumulated from prior to obtaining the qualifications required for a particular level of study. However, the experience must be relevant to the level of study as well as the content.

2.1.2. Co-Supervisor

2.1.2.1. The appointed Internal Co-Supervisor and External Co-Supervisor for Master's programme in relevant fields must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a relevant field; OR
- b. holds a Master's Degree (Level 7, MQF) in a relevant field AND relevant work experience* of at least one (1) year in teaching and research; OR
- c. holds a Junior Degree (Level 6, MQF) in a relevant field AND relevant work experience* of at least five (5) years at a level suitable for the dissertation (applicable to co-supervisors from industry / practitioners only).

2.1.2.2. The appointed Internal Co-Supervisor and External Co-Supervisor for the Doctor of Philosophy programme in related fields must meet the following criteria:

1. holds a Doctoral Degree (Level 8, MQF) in a relevant field; OR
2. holds a Master's Degree (Level 7, MQF) in a relevant field AND extensive experience in research, subject to Senate approval; OR
3. holds a Master's Degree (Level 7, MQF) in a relevant field AND relevant work experience* of at least ten (10) years at a level appropriate for the thesis (applicable to co-supervisors from industry / practitioners only)

C. SPECIFIC REQUIREMENTS FOR THE COMPUTING FIELD

1. ADMISSION REQUIREMENTS

1.1 Admission Requirements for Candidates with Qualifications in the Field of Study

1.1.1 Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.50 is eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission with at least five (5) years of work experience in the related field AND a rigorous internal assessment.

1.1.2 Master's Degree by Mixed Mode

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 2.75 is eligible for admission.
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.50 \leq \text{CGPA} < 2.75$, is eligible for admission through a rigorous internal assessment.
- c. Candidates who have a Bachelor's Degree (Level 6, MQF) in a related field with $2.00 \leq \text{CGPA} < 2.50$, is eligible for admission by having at least five (5) years of work experience in a related field AND a rigorous internal assessment.

* Experience can be accumulated from prior to obtaining the qualifications required for a particular level of study. However, the experience must be relevant to the level of study as well as the content.

1.1.3 Master's Degree by Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with a CGPA ≥ 3.00
- b. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.75 \leq \text{CGPA} < 3.00$, is eligible for admission through a rigorous internal assessment.
- c. Candidates who hold a Bachelor's Degree (Level 6, MQF) in a related field with $2.50 \leq \text{CGPA} < 2.75$, is eligible for admission by having at least five (5) years of work experience in a related field AND a rigorous internal evaluation.

1.1.4 Doctor of Philosophy

- a. The admission eligibility requirements for the Doctor of Philosophy programmes are:
 - i. Bachelor's degree in a related field with a first class (CGPA ≥ 3.67); OR
 - ii. Master's Degree (Level 7, MQF) or equivalent in a related field; OR
 - iii. Candidates with other qualifications equivalent to a Master's Degree in Computer Field or related field recognized by the Malaysian Government, must undergo the prerequisite courses.

1.2. Admission Requirements for Candidates without Qualifications in the Field of Study

1.2.1. Master's Degree by Coursework

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a CGPA ≥ 2.00 , is eligible for admission with at least five (5) years of work experience in a related field and subject to a rigorous internal assessment and passing the prerequisite courses.

1.2.2. Master's Degree by Mixed Mode

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a CGPA ≥ 2.50 , is eligible for admission with at least five (5) years of work experience in a related field and subject to a rigorous internal assessment and passing the prerequisite courses.

1.2.3. Master's Degree by Research

- a. Candidates who hold a Bachelor's Degree (Level 6, MQF) not in a related field with a CGPA ≥ 2.50 , is eligible for admission with at least five (5) years of work experience in a related field and subject to a rigorous internal assessment and passing the prerequisite courses.

1.2.4. Doctor of Philosophy

- a. Candidates who hold a Master's Degree (Level 7, MQF) not in a related field is eligible for admission with at least five (5) years of work experience in a related field and subject to passing prerequisite courses.
- b. Candidates who hold a Master's Degree (Level 7, MQF) in a non-related field with less than five (5) years of work experience in a related field can be considered for admission, subject to passing prerequisite courses and a rigorous internal assessment.

1.3. English Language Requirements

1.3.1. English Language Requirements for International Students

- a. All international student candidates must achieve IELTS Band 6.0 or equivalent (Refer to Appendix 1).
- b. If the student does not meet this requirement, the Faculty must ensure that the student takes an English course and ensure that the student's proficiency is sufficient to fulfil this programme. Computer Science students who do not meet the English language requirements must register for the UMPSA English preparation course and must obtain IELTS Band 5.0 or equivalent.
- c. International student candidates who do not meet the English language requirements may be granted conditional approval. Applicants are given a period of two (2) years from the date of registration to fulfil this English language requirement. Students who FAIL to meet the English language competency requirements within the specified period will be dismissed from the programme.
- d. IELTS certificate or equivalent obtained must not be more than 2 years from the date of taking the test and registration of candidacy.
- e. TOEFL ITP and PBT certificates are not accepted in this programme.

1.3.2. Exemption from English Language Requirements

According to the general conditions

2. APPOINTMENT OF SUPERVISORS

2.1. General Conditions of Supervisor Qualification

2.1.1. Main Supervisor

- 2.1.1.1 The appointed Main Supervisor for the Master's Programme in Computing by Course Work and Mixed Mode must meet the following criteria:
 - a. holds a Doctoral Degree (Level 8, MQF) and a Bachelor's Degree (Level 6, MQF) in a relevant Computing Field; OR
 - b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field AND
 - i. relevant work experience of at least five (5) years in teaching and research/project consultancy/industry experience.
- 2.1.1.2. The appointed Principal Supervisor for the Master's programme of the Research Mode Programme in the Computing Field, must meet the following criteria:
 - a. has a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; OR
 - b. has a Master's Degree (Level 7, MQF) in a relevant Computing Field AND
 - i. relevant work experience* of at least five (5) years in teaching and research; AND
 - ii. has been appointed as a Co-Supervisor for at least once
- 2.1.1.3. The appointed of the Main Supervisor for the Doctor of Philosophy programme in Computer Science must meet the following criteria:
 - a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; AND
 - i. experience of at least two (2) years in teaching and research; AND
 - ii. has supervised a master's or doctoral research candidate until graduation (Mixed Mode/ Research Mode).

2.1.2. Co-Supervisor

2.1.2.1. The appointed Internal Co-Supervisor and an External Co-Supervisor for the Master's by Course Work and Mixed Mode in the Computing Field, must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; OR
- b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least five (5) years in teaching and research/consultancy projects/industry experience.
- c. co-supervisors from industry or who are practitioners must have at least a Bachelor's degree and have at least five (5) years of experience in the field at a level suitable for the dissertation.

2.1.2.2. The appointed Internal Co-Supervisor and External Co-Supervisor for the Research Mode Master's programme in the Computer Field, must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; OR
- b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least one (1) year in teaching and research/consultancy projects/industry experience; AND
 - ii. approved by the Senate.

2.1.2.3. The appointed Internal Co-Supervisor and External Co-Supervisor for the Doctor of Philosophy programme in Computer Science, must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least two (2) years in teaching and research; AND
 - ii. has supervised a candidate's master's or doctoral research until completion.
- b. has a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least five (5) years in teaching and research; AND
 - ii. subject to Senate approval.
- c. have a Master's Degree (Level 7, MQF) in a relevant Computing Field (only for co-supervisors from industry/practitioners); AND
 - i. relevant work experience of at least ten (10) years in project consulting/industry experience; AND
 - ii. approved by the Senate.

2.1.3. Co-Supervisor

2.1.3.1. The appointed Internal Co-Supervisor and an External Co-Supervisor for the Master's by Course Work and Mixed Mode in the Computing Field, must meet the following criteria:

- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; OR
- b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least five (5) years in teaching and research/consultancy projects/industry experience;

- c. Co-Supervisors from the industry or who are practitioners must hold at least a Bachelor's degree and have at least five (5) years of experience in the field at a level suitable for the dissertation.
- 2.1.3.2. The appointed Internal Co-Supervisor and External Co-Supervisor for the Master's programme by Research in the Computing Field, must meet the following criteria:
- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; OR
 - b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. has relevant work experience of at least one (1) year in teaching and research/consultancy projects/industry experience; AND
 - ii. approved by the Senate.
- 2.1.3.3. The appointed Internal Co-Supervisor and External Co-Supervisor for the Doctor of Philosophy programme in Computer Science, must meet the following criteria:
- a. holds a Doctoral Degree (Level 8, MQF) in a relevant Computing Field; AND
 - i. relevant work experience of at least two (2) years in teaching and research; AND
 - ii. has supervised a candidate's master's or doctoral research until completion.
 - b. holds a Master's Degree (Level 7, MQF) in a relevant Computing Field; AND
 - i. has relevant work experience of at least five (5) years in teaching and research; AND
 - ii. approved by the Senate.
 - c. Holds a Master's Degree (Level 7, MQF) in a relevant Computing Field (only for co-supervisors from industry/practitioners); AND
 - i. has relevant work experience of at least ten (10) years in project consulting / industry experience; AND
 - ii. approved by the Senate.

D. SPECIFIC REQUIREMENTS FOR THE BIOTECHNOLOGY FIELD

1. English Language Requirements

1.1. English Language Requirements for International Students

- a. All international student candidates must achieve IELTS Band 5.5 or equivalent (Refer to Appendix 4)
- b. International student candidates who do not meet the English language requirements may be granted conditional approval. Applicants are given a period of TWO (2) years from the date of registration to fulfil this English language requirement. Students who FAIL to meet the English language competency requirements within the specified period will be dismissed from the programme.
- c. IELTS certificate or equivalent obtained must not be more than 2 years from the date of taking the test and registration of candidacy.
- d. TOEFL ITP and PBT certificates are not accepted in this programme.

1.2 Exemption from English Language Requirements

According to the general conditions

2. APPOINTMENT OF SUPERVISORS

2.1. The appointment requirements for Supervisor in the Biotechnology Field are in accordance with the general requirements except for the Main Supervisor for the Doctor of Philosophy programme, who must meet the following criteria:

- a. holds a Doctoral Degree; AND
 - i. has at least three (3) years of working experience in teaching and research; AND
 - ii. has supervised a Research Mode Master's or Doctor of Philosophy student until graduation; AND
 - iii. holds a Bachelor's Degree in the field of study

SUMMARY OF REQUIREMENTS FOR THE APPOINTMENT OF MAIN SUPERVISOR OF THE BIOTECHNOLOGY FIELD RESEARCH MODE PROGRAMMES

PROGRAMME	MAIN SUPERVISOR QUALIFICATION REQUIREMENTS*	
	MASTER'S DEGREE	DOCTORATE DEGREE
MASTER'S	Eligible to supervise, if: <ul style="list-style-type: none"> • has 5 years of work experience AND • has been a Co-Supervisor 	Eligible to supervise
DOCTOR OF PHILOSOPHY	Eligible to supervise, if: <ul style="list-style-type: none"> • has 5 years of work experience AND • has supervised students until graduation **. 	Eligible to supervise, if: <ul style="list-style-type: none"> • has 3 years of work experience AND • has supervised students until graduation **. • holds a Bachelor's Degree in the field

*All supervisors are required to attend the Supervision Training Course.

** The requirement to supervise students until graduation is suspended by MQA until 1 January 2024.

APPENDIX 3: LIST OF COUNTRIES EXEMPTED FROM THE ENGLISH LANGUAGE
REQUIREMENT FOR ADMISSION

1. Anguilla	39. Malta
2. Antigua and Barbuda	40. Mauritius
3. Australia	41. Montserrat
4. Bahamas	42. Namibia
5. Bangladesh	43. Nauru
6. Barbados	44. New Zealand
7. Belize	45. Nigeria
8. Bermuda	46. Pakistan
9. Bhutan	47. Palau
10. Botswana	48. Papua New Guinea
11. British Virgin Island	49. Philippines
12. Cameroon	50. Puerto Rico
13. Canada (except Quebec)	51. Republic of Ireland
14. Cayman Islands	52. Rwanda
15. Dominica	53. St Kitts and Nevis
16. England	54. St Lucia
17. Eritrea	55. St Vincent and the Grenadines
18. Ethiopia	56. Samoa
19. Federated States of Micronesia	57. Scotland
20. Fiji	58. Seychelles
21. Gambia	59. Sierra Leone
22. Ghana	60. Singapore
23. Gibraltar	61. Solomon Islands
24. Grenada	62. South Africa
25. Guyana	63. Sri Lanka
26. Hong Kong	64. Sudan
27. India	65. Swaziland
28. Ireland	66. Tanzania
29. Isle of Man	67. Tonga
30. Jamaica	68. Trinidad and Tobago
31. Jersey	69. Turks and Caicos Islands
32. Kenya	70. Uganda
33. Kiribati	71. United Kingdom
34. Lesotho	72. United States of America
35. Liberia	73. US Virgin Islands
36. Madagascar	74. Vanuatu
37. Malawi	75. Zambia
38. Maldives	76. Zimbabwe

**APPENDIX 4: PROGRAMMES THAT CONSIDER SHORT SEMESTER IN THE
CALCULATION OF STUDENT'S DURATION OF STUDY**

NO.	PROGRAMMES
1	Master of Science (Technology-Integrated Language Studies) (KBL)
2	Master of Chemical Engineering with Entrepreneurship (KKE)
3	Master of Science (Mining and Mineral Technology) (KKM)
4	Master of Science (Process Plant Operation) (KKP)
5	Master of Electrical Engineering (Sustainable Energy) (KEE)
6	Master of Business Administration (MBA)

APPENDIX 5: PUBLICATION ALIGNMENT TO THE SCOPUS JOURNAL INDEX

Publications	Alignment to the Scopus Journal Index
Scopus Conference Proceedings	0.5
MyCite Journal Articles	0.5
Non-indexed Journal Articles	0.25
Non-indexed Conference Proceedings	0.25
Indexed Book Chapters (Research/Academic)	2
Non-indexed Book Chapters (Research/Academic)	1
Indexed Books (Research/Academic)	4
Non-indexed Books (Research/Academic)	2
Modules (For Teaching & Learning/Training)	1
Teaching Cases	0.25
Articles in Magazines, Newspapers or Newsletters (Printed or Digital)	0.1

***Additional Notes**

- 1 Web of Science (WoS) Article Publication is equivalent to 2 Scopus Article Publications
- 2 MyCite Article Publications are equivalent to 1 Scopus Article Publication
- 1 Scopus Indexed Research Book Publication is equivalent to 3 Scopus Article Publications
- 1 Scopus Indexed Research Book Chapter Publication is equivalent to 1 Scopus Article Publication
- 2 Scopus Non-Indexed Research Book Chapter Publications are equivalent to 1 Scopus Article Publication

APPENDIX 6: SUMMARY OF THE NUMBER OF WORDS IN THESIS BY FIELD

PROGRAMME	FIELD	NUMBER OF WORDS
MASTER'S	All fields except Language, Humanities, Occupational Safety and Health, Business Studies	40,000 words maximum
	Field of Humanities	30,000 to 60,000 words
	Language Field	31,000 to 40,000 words
	Field of Occupational Safety and Health	40,000 to 50,000 words
	Business Studies	3,000 words minimum
DOCTOR OF PHILOSOPHY	All fields except Language, Humanities, Occupational Safety and Health, Business Studies	100,000 words maximum
	Field of Humanities	60,000 to 100,000 words
	Language Field	75,000 to 100,000 words
	Field of Occupational Safety and Health	60,000 to 80,000 words
	Business Studies	70,000 words minimum



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