

**UNIVERSITI PERTAHANAN  
NASIONAL MALAYSIA (UPNM)**

**GRADUATE STUDIES RULES AND  
REGULATIONS**

## **DEFINITIONS**

These regulations are named the Universiti Pertahanan Nasional Malaysia (UPNM) Graduate Studies Rules and Regulations. In these regulations (unless stated otherwise):

1. 'Graduate studies' refers to studies at the level of Masters and Doctor of Philosophy.
2. 'Applicant' means a person who submits an application form along with other relevant documents to the Centre for Graduate Studies (CGS) to be considered for admission in UPNM to pursue a specific programme of study.
3. 'University' refers to Universiti Pertahanan Nasional Malaysia.
4. 'Senate' is the Senate of UPNM.
5. 'Regulations' are regulations governing the graduate studies.
6. 'Faculty' is any faculty/institute/centre established by UPNM.
7. 'CGS' refers to UPNM Centre for Graduate Studies.
8. 'UGSC' refers to University Graduate Studies Committee.
9. 'TOEFL' refers to Test of English as a Foreign Language conducted by the Educational Testing Service International.
10. 'IELTS' refers to International English Language Testing System conducted by the British Council.
11. 'Research Proposal' is a document comprising of Background Research; Research Objectives; Hypothesis, Problem Statement/Research Questions, Literature Review, Methodology, Expected Findings, Conclusion and References.
12. 'Candidate' refers to a student who has registered and is in the process of preparing or conducting his/her research work.
13. 'Full-time Candidates' are candidates who are required to follow and complete the programme within the duration as stipulated by the University.
14. 'Part-time Candidates' are candidates who are required to follow and complete the same curriculum content as that of the full-time students for a longer duration of study.

15. 'Registration' means official recording of a student's name to study in a particular programme.
16. 'Enrolment' refers to the process when a candidate registers as a student.
17. 'Supervisor' is a person nominated by the Faculty/UGSC to supervise and advise a candidate on his/her programme of studies.
18. 'Co-supervisor' means a person nominated by the Faculty/UGSC and appointed to work with the Supervisor in supervising a candidate on his/her programme of studies.
19. 'Examiner' is a person appointed by the Faculty/UGSC to examine the candidate's academic thesis.
20. 'Internal Examiner' is an academic staff of the University proposed by the Faculty/UGSC to examine the work submitted by a candidate for a specific degree.
21. 'External Examiner' means an individual who is not a staff of the University; proposed by the Faculty to examine the work submitted by a candidate for a specific degree.
22. 'Deferment' means postponement of study.
23. 'Thesis' is a document submitted as a required fulfilment of for programmes by research work.
24. 'Thesis Examination Committee' means a committee appointed to undertake the examination of a thesis.
25. 'Viva voce' means an oral examination, especially in reference to a thesis defence as part of the Thesis Examination requirements.

## **1. ADMISSION REQUIREMENTS**

1.1 Applicants to graduate programmes at Universiti Pertahanan Nasional Malaysia (UPNM) must fulfil the following requirements.

a. Master's Programmes

- i. A bachelor's degree with minimum CGPA of 2.75 or equivalent, from UPNM or any recognised university by the Senate; or
- ii. A bachelor's degree not meeting CGPA of 2.75 or equivalent, can be accepted subject to rigorous internal assessment; or
- iii. Other qualifications that are recognised by the Senate as equivalent to bachelor's degree; or
- iv. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL) or Recognition of Prior Learning (RPL); and
- v. Other requirements as required by the programme where applicable.

b. Doctor of Philosophy's Programmes

- i. A Master's Degree from UPNM or any recognised university by the Senate; or
- ii. Other qualifications that are recognised by the Senate as equivalent to master's degree; or
- iii. Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL) or Recognition of Prior Learning (RPL); and
- iv. Other requirements as required by the programme where applicable.

## 2. LANGUAGE REQUIREMENTS

2.1 English Language proficiency requirement for foreign candidates is illustrated in the table below.

Type of Tests	Mode of Tests	Minimum Scores
<b>TOEFL</b>	Paper-based	550
	Internet-based	80
	Computer-based	213
<b>IELTS</b>		Level 5.5

2.2. Foreign candidates are required to attend a Bahasa Melayu course and achieve basic proficiency in the language.

## 3. APPLICATION FOR ADMISSION

3.1 Applicants must submit completed application forms with all the required supporting documents to the Centre for Graduate Studies (CGS).

3.2 All applicants must also submit a research proposal which includes the following:

- i. Introduction (Background Research; Research Objectives; Hypothesis, Problem Statement/Research Questions).
- ii. Selected Literature Review (previous research).
- iii. Methodology (Conceptual/Theoretical Framework, Gantt Chart).
- iv. Expected Findings.
- v. Conclusion.
- vi. References.

### 3.3 Application Procedures

3.3.1 All applications shall first be reviewed by the relevant faculties whose recommendations will then be tabled at the University Graduate Studies Committee (UGSC) meeting.

3.3.2 The CGS and faculties may request for the applicant to satisfy additional conditions for admission to a specific programme with the endorsement of the UGSC.

3.3.3. Should the need arises, an applicant may be called for an interview by the respective faculty in order to fulfil the eligibility requirements for admission.

## **4. MODE OF STUDY**

4.1 The current mode of study is by Research.

4.2 Candidates must submit their thesis at the end of the studies.

## **5. REGISTRATION AND ENROLMENT**

5.1 Successful applicants are required to register on the date stipulated by the CGS.

5.2 Deferment of enrolment is allowed for a maximum of two (2) semesters only. Application for deferment must be made in writing to the CGS at the latest one (1) month before the semester commences, failing which the offer will lapse.

5.3 Candidates must register at every semester on the dates stipulated by the CGS.

- 5.4 Candidates who fail to register for two (2) consecutive semesters will have their candidacy terminated without notice.
- 5.5 After submitting the thesis, a candidate must continue to register without financial implication for every semester until the viva voce examination is complete.

## **6. FEES**

- 6.1 Fees are payable in full on or before registration at the beginning of every semester.
- 6.2 Sponsored full-time candidates must provide financial affidavit/offer of scholarship during the first registration.
- 6.3 The fees paid by the candidates, who has applied for deferment within the first two weeks of the semester and has received approval shall be carried forward to the following semester.
- 6.4 Candidates who defer after two (2) weeks of enrolment will not be refunded.
- 6.5 Candidates who withdraw after 30 calendar days of enrolment will not be refunded. Otherwise, only tuition (50%), examination (50%), alumni (100%) and convocation (100%) fees will be refunded.
- 6.6 The amount of fees throughout the study programme shall be specified by the University.

## 7. DURATION OF STUDIES

7.1 The duration of studies for graduate students is illustrated in the table below.

Programme	Mode of Study	Mode of Registration	Minimum Duration	Maximum Duration
<b>Master's Programme</b>	Research	Full-time	2 semesters	6 semesters
		Part-time	4 semesters	10 semesters
<b>Doctoral Programme</b>	Research	Full-time	4 semesters	10 semesters
		Part-time	6 semesters	14 semesters

7.2 Conversion of Mode of Registration

7.2.1 A candidate is allowed to convert his/her Mode of Registration from Full-time to Part-time and vice versa.

7.2.2 Application for conversion must be made in writing to CGS through the faculty.

7.2.3 Conversion of Mode of Registration is allowed only once.

7.2.4 If the application for conversion is approved, the remainder duration of study will be determined by the University.

## 8. ATTENDANCE DURING CANDIDATURE

8.1 Candidates must fulfil attendance requirements as required by the supervisor(s).

8.2 Regular meeting or communication with the supervisors must be fulfilled by the candidates.



- 8.3 Candidates are required to present their research progress in colloquiums organised by the CGS, faculties/departments or any others recognised by the CGS.

## **9. EXTENSION OF STUDY**

- 9.1 Candidates may apply to the CGS to extend their studies. Applications must be made in writing at least two (2) months before the expiry dates of their candidacy. Applications must be supported with strong justifications and endorsed by the supervisor(s). The maximum period of extension should not exceed two (2) semesters.

## **10. DEFERMENT/WITHDRAWAL**

- 10.1 A candidate may apply to defer his/her study by submitting an application in writing to the CGS. The period of deferment will not be considered as part of the duration of the study.
- 10.2 Approval for deferment will be given on case by case basis.
- 10.3 A candidate who wishes to withdraw must submit application in writing to the CGS.

## **11. SUPERVISION OF THESIS**

- 11.1 An appropriate academic staff will be recommended to the CGS as supervisor by the respective faculty to supervise and guide the candidate.

- 11.2 The faculty may also recommend to the CGS appropriate co-supervisor(s) from the University, other universities or from the industry to jointly supervise as the need arises.
- 11.3 The main supervisor must be an academic staff of UPM and must have a minimum qualification of the equivalent degree level enrolled in by the candidate with research experience in the relevant field.
- 11.4 One or more co-supervisor(s) who is either a faculty or non-faculty member can be appointed where necessary to supervise and guide the candidate. The co-supervisor(s) must have the research skills, experience and/or specializations aligned with the research area of the candidate.
- 11.5 In cases where the supervisor(s) can no longer effectively supervise, replacement may be appointed upon request by the candidate or recommendation by the faculty.
- 11.6 An academic/non-academic staff who is on study leave or pursuing his/her studies is not allowed to be appointed as a supervisor / co-supervisor.
- 11.7 A supervisor must not have any family ties with the candidate.
- 11.8 Candidates must defend their proposals during the first semester for a Master's programme, or the second or third semester for a Doctor of Philosophy's programme in Proposal Defense to be organised by the CGS.

## **12. CONVERSION OF CANDIDATURE**

- 12.1 Upon recommendation of the supervisor(s) a master's candidate by research with CGPA of at least 3.67 at bachelor degree level may

apply to convert his/her candidature into Doctor of Philosophy's programme.

12.2 Application for conversion must be made at the latest by the third semester.

12.3 Conversion of Candidature Committee

12.3.1 The Conversion of Candidature Committee shall be established upon receipt of application from the candidate.

12.3.2 The members of the Committee shall consist of the following.

- i. The Dean of the Faculty as Chairman;
- ii. The Dean/Representative of CGS;
- iii. The Head of the Department;
- iv. The Supervisor(s); and
- v. Additional member(s) who is/are subject matter expert internal or external to the university may be recommended by the Faculty.

12.3.3 The Committee will decide within one (1) month from the date of receipt of the application and the decision will be based on the following:

- i. The Supervisor(s) recommendation;
- ii. The results of the Proposal Defence; and
- iii. Terms stipulated by the Faculty.

12.3.4 The report by the Committee shall include the following:

- i. The significant findings from the accomplished research; and
- ii. The importance for the research to be converted into a Doctor of Philosophy Degree; and
- iii. The candidate's academic performance / capability / potential.

12.4 The decision of the committee shall be submitted to the CGS for further action.

### **13. APPOINTMENT OF THE THESIS EXAMINER**

The faculty must submit the curriculum vitae of the proposed examiner who is an expert in the area of research. The nomination must be certified by the CGS.

#### 13.1 Degree in Masters

13.1.1 One (1) external examiner shall be appointed for the research mode candidate. The external examiner is an independent examiner who must not be a member of the University. He/she must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:

- i. Possess a degree in Doctor of Philosophy or equivalent.
- ii. Has produced master's graduate(s).
- iii. Has at least three years of experience in the relevant research area beginning from the date of receiving his/her degree of Doctor of Philosophy.

13.1.2 One (1) internal examiner from amongst the academic staff who is not the candidate's supervisor(s) shall be appointed for the research mode candidate.

13.1.3 These examiners shall also be members of the Thesis Examination Committee.

## 13.2 Degree in Doctor of Philosophy

13.2.1 Two (2) external examiners shall be appointed for the research mode candidate. The external examiners are independent examiners who must not be a member of the University. They must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:

- i. An Associate Professor.
- ii. Possess degree in Doctor of Philosophy or equivalent.
- iii. Has produced PhD graduate(s).
- iv. Has at least five years of experience in the relevant research area beginning from the date of receiving the degree of Doctor of Philosophy.

13.2.2 One (1) internal examiner from amongst the academic staff who is not the candidate's supervisor(s) shall be appointed for the research mode candidate.

13.2.3 These examiners shall also be members of the Thesis Examination Committee.

## 13.3 Joint Examiner

13.3.1 In certain cases, one (1) academic staff or one (1) consultant with an expertise in the related field shall be appointed as a joint examiner and they will also become members of the Thesis Examination Committee.

## **14. THESIS EXAMINATION**

### 14.1 Thesis Examination Committee

14.1.1 Members of the Thesis Examination Committee shall be appointed by the UGSC based on the recommendation of the relevant Faculty. The Committee shall comprise the chairperson, the external examiner(s), the internal examiner and the dean/representative of CGS.

14.1.2 The Chairperson of the Thesis Examination Committee shall be nominated from amongst the academic members of the Faculty where the candidates are placed. The main role of the chairperson is to moderate the viva voce examination and submit a report of the examination to the CGS.

14.1.3 The examiners shall be appointed from amongst the academic staff or researchers of appropriate seniority, and shall possess the expertise and an established reputation in the relevant area as stated in Section 13.

14.1.4 Members of the Thesis Examination Committee shall not in any manner related to each other, to the Supervisor(s) or to the candidate who is being examined.

### 14.2 Thesis Submission for Viva Voce Examination

14.2.1 A notice of intention to submit a thesis must be given by the candidate at least three (3) months prior to the actual submission date.

14.2.2 The thesis should be written either in English or Bahasa Melayu.

14.2.3 The thesis must be prepared in accordance to the 'UPNM : Guide to the Thesis Writing'.

14.2.4 Doctor of Philosophy Thesis by Publication

To submit a Doctor of Philosophy's thesis by publication, candidates must refer to 'UPNM : Guide to PhD thesis submission by publication'.

14.3 Viva Voce and Thesis Examination

14.3.1 Upon receipt of thesis, each examiner will be given one (1) month for Master's thesis and two (2) months for Doctor of Philosophy's thesis to evaluate and forward a report of thesis examination to the CGS.

14.3.2 The viva voce examination shall be convened when all the examiners' reports have been received.

14.3.3 The viva voce examination can only be held when all members of the Thesis Examination Committee are present. When this is not possible, only one absentee is allowed.

14.3.4 A candidate is considered to have passed the viva voce examination if he/she has successfully defended his/her thesis and has fulfilled all the requirements of his/her degree.

14.3.5 The degree shall be awarded based on the report of the thesis submitted by the examiners and viva voce examination; both of which the candidate must pass.

#### 14.3.6 The acceptance of the thesis may be categorised as follows:

a) Accepted

A thesis is accepted without any amendments and corrections.

b) Accepted with Minor Corrections

A thesis is accepted with minor corrections including reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax. The correction must be made within a period of not more than three (3) months.

c) Accepted with Major Corrections

A thesis is accepted with major corrections including extensive revision of the entire thesis to improve the quality such as major improvement in the description of methodology, statistical re-analysis of research data, removal of research chapter(s), and re-discussion of results, and improvement in spelling, grammar and syntax. The corrections must be made within a period of not more than six (6) months.

d) Resubmission of Thesis

The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection. Resubmission of the corrected thesis must be made within a period of



not more than two (2) semesters subject to the following conditions:

- i. The candidate must continue to be a registered student of the University;
- ii. The candidate must comply to the procedures as determined from time to time by the University;
- iii. The candidate must undergo viva voce examination;
- iv. Resubmission is permitted for one (1) time only;
- v. Failure to submit within the specified time shall result in the termination of candidature.

e) Resubmission of a Doctor of Philosophy's Thesis as a Master's Thesis

The Thesis Examination Committee may recommend a Doctor of Philosophy's thesis to be accepted for the award of a Master's Degree if the thesis does not meet the scope of the doctoral thesis but is adequate for a Master's Degree. The following conditions must be fulfilled:

- i. All amendments recommended by the Thesis Examination Committee must be made within 60 days of the viva voce examination and the thesis must be resubmitted to the CGS for examination as a Master's Thesis.
- ii. All rules regarding thesis examination shall apply.

f) Rejection of Thesis (The degree will not be awarded)

A candidate would be considered to have failed the examination if his/her thesis fails to meet the requirements of Doctor of Philosophy or Master's

academic level or is found to have been plagiarised / academic fraud.

#### 14.4 Final Thesis Submission

14.4.1 A candidate whose thesis is accepted with corrections is given a time frame subject to the types of corrections to submit a soft-bound copy of the amended version to the CGS for endorsement by the Senate.

14.4.2 A candidate may apply in writing to the CGS for an extension of the final submission date of his/her thesis. The application must be made through the supervisor(s). The UGSC may, at its discretion, extend the date for final submission of a thesis for a maximum of 60 days.

14.4.3 The Chairperson of the Thesis Examination Committee shall be responsible to ensure that all required amendments and corrections have been made in the thesis.

14.4.4 The internal examiner(s) shall verify that all corrections have been made based on the report of the examination.

14.4.5 The intellectual property of the thesis submitted shall belong to the University.

### **15. TERMINATION OF CANDIDATURE**

15.1 The candidature of a candidate shall be terminated for any one of the following reasons.

- i. Failure to register for two (2) consecutive semesters as stated in Section 5;

- ii. Failure to submit the corrected thesis within the time frame given after the thesis examination;
- iii. Failed in his/her thesis examination;
- iv. Exceeded the maximum duration of study;
- v. Violated any rule or regulation as stipulated by the University.

## **16. AWARD OF DEGREE**

- 16.1 The Senate shall endorse the conferment of a Master's or Doctor of Philosophy's Degree to a candidate upon recommendation by the UGSC once all requirements for graduation have been fulfilled and all debts or dues owed to the university have been settled.

## **17. GENERAL**

### 17.1 Power of the Senate

The Senate reserves the right to make, repeal, amend or overrule any article in the Graduate Studies Rules and Regulations at any time in the interest of academic excellence. Any new regulations on amendment to the said regulations shall be made known to the candidates before the commencement of the candidates' academic session.

### 17.2 Plagiarism / Academic Fraud

Candidates are responsible for writing their thesis using their own words. Quotations from published or unpublished sources and the sources of any other materials must be clearly cited and acknowledged. A systematic style of citation and references must be adhered to. Sources of visual presentations such as photographs

or maps must also be clearly indicated. Candidates are reminded that the University is strongly against plagiarism / academic fraud and examiners are empowered to penalise candidates found guilty of plagiarism / academic fraud, which may lead to expulsion or suspension from the programme.

#### 17.3 Conflict of Interest

In the event of conflict of interest involving any academic staff and the candidate in the Graduate Studies Programme, the academic staff must withdraw his/her involvement.

#### 17.4 Dress Code

Candidates must abide by the University dress code while in campus.

## References

1. Malaysia Qualification Framework, MQA
2. Programme Standards : Masters and Doctoral Degree by Research, MQA
3. Code of Practice for Programme Accreditation (COPPA), MQA
4. Peraturan-Peraturan Akademik Siswazah, Universiti Kebangsaan Malaysia (UKM)
5. Guide to Graduate Studies, Universiti Putra Malaysia (UPM)
6. Graduate Rules and Regulation, Universiti Teknikal Malaysia Melaka (UTeM)
7. COGS Academic Regulations, Universiti Tenaga Nasional (UniTEN)