RULES AND REGULATIONS
MASTER'S DEGREE PROGRAMMES BY COURSEWORK

UNIVERSITI PERTAHANAN NASIONAL MALAYSIA

CENTRE FOR GRADUATE STUDIES

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MASTER'S DEGREE PROGRAMMES BY COURSEWORK

1. **Introduction**

   This academic regulations document serves as a reference for students who are undertaking a Master's Degree Programme by coursework. Subjects offered in the Programmes are known as courses with credit hours and grades which will be used in the computation of the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

   Students need to demonstrate a mastery of the programme outcomes for the Programme they are enrolled in, in order to graduate from UPNM Master's Degree Programmes.

2. **Duration of Study**

   2.1 Master's Degree Programme by Coursework

	Full-time		Part-time	
	Long Semester (min – max)	**Short Semester (min – max)**	**Long Semester (min – max)**	**Short Semester (min – max)**
No. of Semesters	2 - 6	1 - 3	4 –12	2 – 4
No. of Years	1 – 3 years		2 – 6 years	

3. **Admission Requirements**

   3.1 Master's Degree (Coursework)

   3.1.1 A bachelor's degree with minimum CGPA of 2.5 or equivalent, from UPNM or any recognised university by the Senate; or

   3.1.2 A bachelor's degree not meeting CGPA of 2.5 or equivalent, can be accepted subject to rigorous internal assessment; or

   3.1.3 Other qualifications that are recognised by the Senate as equivalent to a bachelor's degree; or.

3.1.4 Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL) or Recognition of Prior Learning (RPL).

3.1.5 Credit transfer/substitution is not allowed.

3.1.6 Other requirements as required by the programme where applicable.

4. Registration

4.1 Registration for New Student

4.1.1 General regulations for registration are as listed in the Graduate Studies Rules and Regulations booklet.

4.1.2 The registration will be organised by Centre for Graduate Studies (CGS) which include programme registration, fees payment and other general administrative matters.

4.1.3 Students are required to register on the date stipulated by the Centre for Graduate Studies (CGS).

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

4.1.5 Registration for courses should be done within the first week of registration.

4.1.6 Once this registration is completed, students may add or drop courses, in compliance with relevant rules and regulations.

4.1.7 Students are allowed to change to other programmes of study upon approval (in writing) by the faculty and the Dean of Centre for Graduate Studies (CGS).

4.1.8 Students may register for a stipulated range of credit hours according to his/her mode of studies:

Mode	Minimum Credit Hours	Maximum Credit Hours
Full-time	8	20
Part-time	2 or 3	12

4.1.9 If for any reason, students are not able to register within the stipulated range of credit hours allowed for each semester, s/he

needs to obtain an approval (in writing) from the Dean of Centre for Graduate Studies (CGS).

4.2   Registration of Active Student

    4.2.1   Active students are required to register at the beginning of every subsequent semester. Students who fail to register two (2) weeks after the stipulated date are required to pay a **penalty of RM100**. A completed Late Registration form must be submitted to the Dean of Centre for Graduate Studies (CGS) immediately.

    4.2.2   Students who fail to register for one semester without any notice or a valid reason shall be terminated.

5.   Adding & Dropping Courses

5.1   Adding Courses

    5.1.1 Students MUST add for course(s) within the first week of each semester.

    5.1.2 The stipulated range of credit hours allowed for each semester, as in the Table below, must be adhered to, in the case of adding courses.

Mode		Minimum Credit Hours/Semester	Maximum Credit Hours/Semester
Coursework	Full-time	8	20
Coursework	Part-time	2 or 3	12

    5.1.3 In certain circumstances, registration exceeding the maximum number of credit hours may be allowed, with approval by the Dean of Centre for Graduate Studies (CGS).

5.2 Dropping Courses

    5.2.1 Once registered, students may drop a course(s) with approval by the respective faculty and Dean of Centre for Graduate Studies (CGS). Course(s) dropped during this period will not be taken into account for calculation of the CGPA. In this case, 80% of the tuition fee is refundable.

6. Change of Programme

6.1 Application for change of programme can only be done in the first semester. Application for change of programme after the period is not allowed.

6.2 Students who wish to change programme need to submit an application (in writing). Application for change of programme has to be submitted to the Centre for Graduate Studies (CGS) with approval from the faculty. This must be done within the first two (2) weeks of registration for full-time students and within the first four (4) weeks for part-time students.

6.3 Students are not allowed to change from coursework mode to research mode.

7. Orientation Programme

All new students are required to attend the Postgraduate Studies Orientation Programme after registration. The Centre for Graduate Studies (CGS) will announce the dates of the Orientation programme periodically.

8. Change of Programme Status

8.1 Students are allowed to change his/her status from Full-Time to Part-Time or vice versa.

8.2 Application to change the status of a student must be made in writing to the Centre for Graduate Studies (CGS).

9. Extension of Candidature

9.1 Students who are unable to complete their programme within the stipulated time frame can apply for an extension to the duration of study.

9.2 All applications (in writing) must be accompanied by a valid reason.

9.3 The maximum extension period as shown in the Table below:

Programme	Mode	Max. Study Duration	Max. Extension Period
Coursework	Full-Time	3 years	1 year
	Part-Time	6 years	1 year

9.4 Students must submit their candidature extension form at least TWO (2) months before the end of the maximum study duration. A fine of **RM100** will be imposed for late submission of the application.

9.5 The completed application form must be endorsed by the faculty and approved by the respective Dean of Centre for Graduate Studies (CGS).

9.6 The approved form must then be forwarded to the Centre for Graduate Studies (CGS) for further action.

10. Deferment of Study

10.1 Students who wish to defer their studies are advised to apply (in writing) from the Dean of Centre for Graduate Studies (CGS).

10.2 The period of deferment will not be included as part of the duration of study.

10.3 The total maximum allowable period of deferment is one (1) year.

11. Progress

11.1. Student Status

11.1.1. Throughout their candidacy period, students have to ensure that they do the following:

a) Register for the programme.

b) Pay the required fees before each semester begins.

c) Register required courses for each semester.

11.2 Attendance

11.2.1 Students may be barred from the final examination if they do not meet the 80% class attendance requirement for each course. An exemption of this regulation applies only if there is written permission by the Lecturer, Head of Department or the respective Dean of Faculty.

12. Assessment

12.1 The assessment for coursework consists of two (2) components as follows:

12.1.1 Continuous assessment either in the form of essays writing, case study investigation, oral presentation, laboratory work, written test, project work and participation in group discussions.

12.1.2 A final examination, which is in the written form.

12.2 The assessment of Research Project consists of the following:

12.2.1 Project proposal

12.2.2 Oral Presentation (Viva)

12.2.3 Thesis (Master's Research Project Report)

13. Grading System

13.1 Students will be evaluated based on the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) system. Evaluation for courses will be graded according to the following scheme:

Grade	% Marks	Grade Point
A+	90 – 100	4.00
A	80 – 89	4.00
A-	75 – 79	3.67
B+	70 – 74	3.33
B	65 – 69	3.00
B-	60 – 64	2.67
C+	55 – 59	2.33
C	50 – 54	2.00
C-	45 – 49	1.67
D+	40 – 44	1.33
D	35 – 39	1.00
D-	30 - 34	0.67
E	29 atau kurang	0.00

13.2   Based on the grade points achieved, students' final results are converted into a Grade Point Average (GPA) and a Cumulative Grade Point Average (CGPA).

13.3   The GPA is calculated by dividing total grade points obtained by the total credit hours taken in a semester. The CGPA is calculated by dividing the total grade points obtained by the total credit hours taken from the first semester to current semester. The example of GPA and CGPA calculation is in the following where refers to the total grade point obtained for a registered and examined course, and *credit* refers to the credit hours for that particular course.

$$GPA \quad \frac{Grade\ Point\ \ Credit_{semester}}{Credit_{semester}}$$

$$CGPA \quad \frac{Grade\ Point\ \ Credit_{semester1 \to n}}{Credit_{semester1 \to n}}$$

Course	Grade	Grade Point	Credit Hour	Credit Hour x Grade Point
C1	A	4.00	4	4x4.00=16.00
C2	B	3.00	3	3x3.00=9.00
C3	F	0.00	3	3x0.00=0.00
C4	C+	2.33	3	3x2.33=6.99
Total			13	31.99
			GPA	$\frac{31.99}{13}$ = 2.46

14.   Course Status

14.1   On the whole and at any given time, all courses registered by each student (including research project) will be accorded a status at the end of the semester according to the following scheme:

STATUS	DEFINITION
LU	Pass
GA	Fail
BS	Incomplete
TD	Withdraw
AU	Audit
DK	Not Sit for Examination With Permission
F*	Not Sit for Examination Without Permission
X	Barred from Sitting for Examination

14.2   The interpretation of the status above are explained below:

14.2.1 LU (Pass) or GA (Fail) – These are for courses that have been already completed by the student and have corresponding grade points. LU will be given for a course which a student has satisfactorily fulfilled all the requirements. GA will be given for a course which a student has not fulfilled all the requirements.

14.2.2 BS (Incomplete) – BS is given for courses that a student need to be taken for two consecutive semesters and cannot be given a grade point at the end of the first semester. The only other situations for the award of this status is when a student fails to sit for an examination or to complete an assignment due to medical reasons, subject to the student submitting a certificate issued either by UPNM Medical Officer or from any Government Hospital or for any other reasons approved by the Dean of Postgraduate Studies.

14.2.3 TD (Withdraw) – This status is given for a course which a student has withdrawn from within the stipulated period. No grade point will be awarded and as such, none will be included in the calculation for the CGPA. The course will nonetheless be recorded in the transcript.

14.2.4   AU (Audit) – AU is awarded for a course which a student has attended due to course requirement, but is not required to be assessed. It will be recorded in the student's transcript.

14.2.5   DK (Not Sit for Examination with Permission) – This status is awarded for a course which the student has not sat for the examination with permission. Students will have to register again for the particular course during the normal semester. However, students are allowed to appeal to sit for a special examination

within 48 hours after the examination. The decision of students' appeal will be determined by the University Examination Council. A final grade and grade point (GPA) will be given based on the student's latest mark.

14.2.6   F* (Not sit for examination without Permission) – This status is awarded for a course which the student has not sat for the examination without permission. A grade point of 0.00 (Fail) will be included in the calculation towards the GPA and CGPA. Students have to register again for the particular course during the normal semester. Students are not allowed to register for a curative course or request for a special examination. A final grade and grade point (GPA) will be given based on the student's latest mark.

14.2.7   X (Barred from Sitting for Examination) – This status is awarded for a course which the student has been barred from sitting for the examination. A grade point of 0.00 (fail) will be included in the calculation towards the GPA and CGPA. Students have to register again for the particular course during the normal semester. Students are not allowed to register for a curative course or request for a special examination. A final grade and grade point (GPA) will be given based on the student's latest mark.

15.   Terms for Repeating Courses

15.1   Minimum passing grade for each courses are 2.0 (C).

15.2   Students who obtains a grade point less than 2.0 (C) in any of the course are required to repeat the course. His / her CGPA is calculated based on the latest grade obtained for the course.

15.3   Students are not allowed to repeat a course if he / she has obtained a grade point of 3.0 (B) and above.

16.   Pre-Examination Submissions

16.1   Taught Courses

16.1.1 All coursework components (e.g., assignment, case study, laboratory report and etc.) for the taught courses are to be completed and submitted according to the schedule set by the Course Coordinator.

16.2   Research Project Report

16.2.1   An unbound copy of the research project report shall be submitted

to the Programme Coordinator to be checked for conformity to the format stipulated in the 'Guide to the Thesis Writing' before it can be allowed to be submitted for examination. Failure to conform may result in the rejection of the report.

16.2.2 Once the copy is deemed acceptable, the student must submit TWO (2) ring-bound soft cover copies and ONE (1) softcopy on CD to the Programme Coordinator of the respective programme.

17. Examination

17.1 Courses

17.1.1 Examination for all taught courses will be carried out during the examination period and following the University Examination Regulations.

17.2 Project

17.2.1 The evaluation shall comprise THREE (3) main components: proposal, final project report and oral examination/viva-voce.

17.2.2 After the oral examination/viva-voce session, where applicable, students may be asked to make modification to the project report based on recommendations by the Panel of Examiners.

17.2.3 In the event of corrections/changes to be made in the report, students are required to re-submit an unbound copy to the examiners for verification and submit THREE (3) bound hard cover copies and a softcopy on CD within one month from the viva-voce sessions to the Program Coordinator. Submission of the hard cover copies is mandatory in order for the student to graduate.

18. Special Examination

18.1 A Special examination can be conducted for a course that has a written final examination to enable the students to complete and graduate within the stipulated duration of study.

18.2 Special examination will be offered based on the availability of resources and proposed by the Dean of Faculty to University Postgraduate Committee (JPSU). Special examination offering must be endorsed by Senate.

18.3 A student is allowed to take a Special Examination if s/he has received a course status of DK.

18.4 An actual grade is awarded for the course.

19. Re-administration of Examination

19.1   The University reserves the right to re-administer an examination as it deems fit under the following situations:

19.1.1   That a leak has occurred in the final examination paper;

19.1.2   Students are not able to sit for the final examination due to natural disasters and issues that threaten national security.

19.1.3   Other reasons deemed appropriate by the Senate.

20. Post-Examination/Pre-Graduation

20.1   Examination Results

20.1.1 The final grade for a course will only be released to the students after   Senate's endorsement, which is typically one month after the examination period.

20.1.2 An appeal can be made by students to review any particular grade obtained in an examination for any course. This is to be made by filling the relevant form provided by the Centre for Graduate Studies within two weeks of the release of the results. Any appeal received after the stipulated period will not be entertained. A fee of RM100 per course will be charged for each review appeal.

20.1.3 Decisions on the appeal cases are final. Appeals for the review of marks obtained for the Special Examination are not allowed.

20.1.4 The above rules are also applicable to research project.

20.2 Pre-Graduation Checklist

20.2.1 Students are responsible for ensuring that s/he has fulfilled or is about to fulfill all requirements for graduation. This can be done prior to the final semester's results being released, i.e. based on projected results.

20.2.2 As per academic requirements, the following points are very pertinent:

a)   Students must obtain a minimum Grade of B for all courses including the research project in order to graduate.

b) Students who fail a core course (below B) are required to repeat the course until s/he obtained the minimum grade required.

c) Students who fail an elective course may replace it with another elective course.

d) The grades for all attempts will be recorded, but only the best results will be taken into account when calculating the CGPA (i.e. repeat courses will be considered as replacements).

20.3   Research Project

20.3.1   The research project is a fixed-period course and as such, students who have registered for the course will receive a grade point after that period. Students should note the following:

a) The minimum grade (B) is applicable in this course.

b) Extension to the project period is not allowed unless approved by the Council of Postgraduate Studies (JPSU). This extension is on a case-by-case basis. Any extension can run up to a maximum of not more than three (3) months.

c) If a period of extension is not obtained, the research project will have to be repeated until the minimum grade is attained. Students repeating his/her research project are required to select a new topic.

21.   Graduation

21.1 Conferment of Degree

Academic Standing	Research Project Status	Conferment of Degree
CGPA $\geq$ 3.0	Pass	Master's by coursework
CGPA $<$ 3.0	NA	Not Qualified

21.1.1   A Degree will be awarded to students that fulfill the following requirements:

a) Accumulated the minimum credit requirement for respective program.

b) Satisfied all conditions as stated in section 20.2.2.

c) Completed the minimum period of study and not exceeded the

maximum period allowed.

21.2 Requirements for Conferment of Degree

21.2.1 A candidate is deemed academically eligible to be conferred the degree if s/he has fulfilled all the following conditions:

a) Achieved a minimum average grade of B (CGPA >= 3.00) calculated based on all courses taken throughout the duration of study.

b) Passed with a minimum grade of C for all the necessary number of elective courses.

c) Has completed the minimum period of study and not exceeded the maximum period allowed.

21.2.2 Apart from the academic requirements, candidates have to also fulfill all the following administrative requirements:

a) Is currently registered (not withdrawn, defaulted, deferred or terminated).

b) Has made full settlement of fees and is free of any financial commitments and debts to the University.

c) Is free from any disciplinary action or any other pending disciplinary action.

21.3 The conferment of degree is subjects to approval by the Senate.

22. General Provisions

22.1 Power of the Senate

The Senate reserves the right to make, appeal, amend or overrule any article in the Rules and Regulations Master Degree Programme by Coursework 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.

22.2 Plagiarism / Academic Fraud

Candidates are responsible for writing their assignments and research project 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 penalize candidates found guilty of plagiarism/academic fraud, which may lead to expulsion or suspension from the programme.