



**MASTER'S DEGREE PROGRAMME BY COURSEWORK  
REGULATIONS**

**UNIVERSITI PERTAHANAN NASIONAL MALAYSIA**

**CENTRE FOR GRADUATE STUDIES**

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## **General Provisions**

Students shall comply with all the regulations stated in the UPNM Master's Degree Programme by Coursework Regulations.

The Senate as the highest academic body of the University, subject to its power, has the right to change/amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is passed by the Senate. All amendments will be binding to current and prospective students unless stated differently by the Senate.

These regulations shall be binding on all students registered at the University, including local and international students.

Where the jurisdiction of implementation of these regulation is not specifically stated, it is then in the authority of the Senate. Authority of the Dean is stated specifically in certain clauses of these regulation.

## Definitions

These regulations are named the Master's Degree Programme by Coursework: Rules and Regulations. In these regulations (unless stated otherwise):

1. 'Applicant' means any 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.
2. 'University' means Universiti Pertahanan Nasional Malaysia.
3. 'Senate' means the Senate of UPNM.
4. 'Faculty' means any Faculty/Institute/Centre established by UPNM.
5. 'CGS' means the UPNM Centre for Graduate Studies.
6. 'UGSC' means the University Graduate Studies Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Institutes/Centres which offer graduate programmes.
7. 'Faculty Graduate Studies Committee' means a committee established by Faculty/Centre/Institute to manage and coordinate Graduate Studies Programmes. The committee consists of Dean of Faculty/Director of Centre or their representative, as Chairman and members who are appointed by Chairman.
8. 'Faculty Examination Committee' means a committee established by Faculty/Centre/Institute to evaluate and certify examination results.
9. 'Student' means a registered postgraduate student of UPNM.
10. 'Full-time Students' are students who are required to follow and complete a programme within the duration stipulated by the University.
11. 'Part-time Students' are students who are required to follow and complete the same curriculum content as that of full-time students for a longer duration of study.
12. 'Registration' means the official recording of a student's name to study in a particular programme.
13. 'Deferment' means postponement of study.

14. 'Dean of CGS means the academic officer appointed by the Vice Chancellor to head the CGS.
15. 'Programme Coordinator' means the academic officer appointed by the University to coordinate in the management of an academic programme.
16. 'Head of Department' is the academic officer appointed by the University to head a department in the Faculty.
17. 'Fees' means payment set by the University for a particular purpose.
18. 'Dropping of Courses' means the process of students dropping certain courses in a programme within a determined period.
19. 'Withdrawal of Courses' means the process of students withdrawing certain courses in a programme within a determined period.
20. 'Programme' means academic programme according to the curriculum approved by the Senate for the purpose of graduation.
21. 'Course' is a subject offered by each programme and has a specific code.
22. 'Guarantee of payment' means official letter / letter of undertaking from students that required students to pay fees according to the scheduled payment.
23. 'Personal bond fees' is a payment for the Personal Bond as a requirement by the Immigration Department of Malaysia that requires higher educational institutions in Malaysia to sign a Personal Bond on behalf of the student. This fees will be returned to the students upon completion or withdrawal of the students study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia.
24. 'Candidacy period' means duration of study.
25. Panel of Examiners' means the academic staff appointed to evaluate student's project.
26. 'Plagiarism' is the act of using an idea, a word, or a work of another person without proper acknowledgements.

27. 'Academic Fraud' is defined as a student's use of unauthorised assistance with intent to deceive an examiner or other such person who may be assigned to evaluate the student's work.
28. 'Turnitin' is an originality checking and plagiarism prevention service that checks students writing for citation mistakes or inappropriate copying.
29. 'Course Lecturer' refers to academic staff appointed to lecture certain courses.
30. 'Guide to Thesis Writing' refers to guidelines for writing theses and dissertations for UPNM students.
31. 'University Students Disciplinary Committee' means the Vice-Chancellor or, where applicable, any Deputy Vice-Chancellor, employee or committee of employees of the University, as the case may be, to whom the disciplinary functions, powers or duties are delegated by the Vice-Chancellor in accordance with under subsection 16B(3) of the Universities and University Colleges Act 1971.

## 1. Duration of Study

The duration of studies for Master's Degree Programme by Coursework are as follows:

Mode of Study	Full-time		Part-time	
	Long Semester (min – max)	Short Semester (min – max)	Long Semester (min – max)	Short Semester (min – max)
No. of weeks per semester	17	9	17	9
No. of Semesters	2 – 6	1 – 3	4 – 12	2 – 4
No. of Years	1 – 3 years		2 – 6 years	

## 2. Admission Requirements

2.1 Applicants for Master's Degree Programme by Coursework must fulfill the following requirements:

- 2.1.1 A bachelor's degree with a minimum CGPA of 2.5 or equivalent, from UPNM or any recognised university by the Senate; or
- 2.1.2 A bachelor's degree or equivalent not meeting a CGPA of 2.5, can be accepted subject to a minimum of 5 years working experience in a relevant field; or
- 2.1.3 Other qualifications recognised by the Senate as equivalent to a bachelor's degree; or
- 2.1.4 Other qualifications recognised by the Senate that are obtained through Accreditation of Prior Experiential Learning (APEL) - Level 7 (APEL-7).
- 2.1.5 Credit transfer/substitution is not allowed.
- 2.1.6 Other requirements as required by the programme where applicable.

## 3. Registration

3.1 Registration for New Students

- 3.1.1 The registration will be organised by the Centre for Graduate Studies (CGS) which includes programme registration, fee payment and other general administrative matters.
- 3.1.2 Students are required to register on the date stipulated by the CGS.

- 3.1.3 Registration for courses should be done within the first week of the semester.
- 3.1.4 Students may register for a stipulated range of credit hours according to the students mode of studies:

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

- 3.1.5 If for any reason, students are not able to register within the stipulated range of credit hours allowed for each semester, the student needs to obtain a written approval from the Dean of CGS.

### 3.2 Registration of Active Students

- 3.2.1 Active students are required to register at the beginning of every semester. Students who fail to register within two (2) weeks after the registration date are required to pay a **penalty of RM100.00**. A completed Late Registration Form must be submitted to the Dean of CGS immediately.
- 3.2.2 Students who fail to register for one semester without any written notice or a valid reason in writing to the Dean of CGS shall be recommended to the Senate for termination.
- 3.2.3 It is the responsibility of a student to renew his/her registration every semester and make payment of fees within the renewal registration period.
- 3.2.4 To comply with Malaysian law, all full-time international students and accompanying family members are required to acquire health insurance which must remain valid throughout the period of study.

### 3.3 Course Registration

- 3.3.1 All students must register all courses within two (2) weeks after the beginning of the semester.
- 3.3.2 A student who registers late for a course (from the third (3<sup>rd</sup>) week until the fourth (4<sup>th</sup>) week of the semester) without any valid reasons accepted by the Dean of CGS will be imposed a **penalty of RM100.00**.



- 3.3.3 A student who still does not register his/her course after the end of the fourth (4<sup>th</sup>) week without any valid reasons accepted by the University can be terminated from his/her study.
- 3.3.4 A student will only be allowed to register courses exceeding the maximum credit hours for each semester provided that the student has obtained the endorsement from the Dean of the respective Faculty and approval by the Dean of CGS.

#### **4. Fees**

- 4.1 Students are required to pay all fees upon every registration.
- 4.2 Sponsored full-time students must provide offer of scholarship during the registration.
- 4.3 The fees paid by students who have applied for deferment of study within the first (2) two weeks of the semester and have received approval shall be carried forward to the following semester.
- 4.4 The amount of fees throughout the study programme shall be specified by the University.
- 4.5 The University has the right to review the fee structure and to impose any additional fees.
- 4.6 Students who are still in debt or do not have the guarantee of payment may be suspended from assessing the recent semester examination results, suspended from continuing their studies, terminated or are not allowed to graduate until the debt is settled.

#### **5. Add/Drop and Withdrawal of Courses**

- 5.1 Adding & Dropping of Courses
  - 5.1.1 Students can add or drop his/her course from the third (3<sup>rd</sup>) week until the fourth (4<sup>th</sup>) week of the semester.
  - 5.1.2 Adding or dropping of courses after the fourth (4<sup>th</sup>) week of the semester is not allowed.
  - 5.1.3 The student will only be allowed to add courses exceeding the maximum credit hours for each semester provided that the student has obtained the endorsement from the Dean of the respective Faculty and approval by the Dean of CGS.

## **5.2 Withdrawal of Courses**

- 5.2.1 With the endorsement of the Faculty, a student can apply to withdraw any registered course starting from the third (3) week until Friday of the ninth (9) week of the semester. However, no refund of fees will be made during this period.
- 5.2.2 The approval for the student's application for withdrawal of courses is subjected to the student's minimum credit hours, provided that the student has obtained the endorsement from the Dean of the respective Faculty and approval by the Dean of CGS.
- 5.2.3 The code for withdrawal (TD) will be appearing on the course registration record and the transcript.

## **6. Change of programme**

- 6.1 Application for a change of programme can only be done in the first semester. Application for a change of programme after the period is not allowed.
- 6.2 Students who wish to change their programme need to submit a written application. Application for a change of programme has to be submitted to the CGS with approval from the Faculty. This must be done within the first two (2) weeks of the first semester for full-time students and within the first four (4) weeks of the first semester for part-time students.
- 6.3 Students are not allowed to change from coursework 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 must be made in writing to the CGS.

## 9. Extension of Study

- 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 written applications must be accompanied by a valid reason.
- 9.3 The maximum extension period as shown in the table below:

Mode	Maximum Study Duration	Maximum Extension Period
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 **RM100.00** will be imposed for late submission of the application.
- 9.5 This application must be made officially to the Dean/Director of the respective Faculty/Centre using the Candidature Extension Form available at the CGS. The completed form must then be submitted to the CGS.
- 9.6 The maximum extension of candidature period is only two (2) semesters after the period of candidature ends. This extension of two (2) semesters is considered final.

## 10. Deferment of Study

### 10.1 Deferment of Study for New Students

- 10.1.1 Deferment of study for new students is allowed for a maximum of two (2) semesters only. Application for deferment of study for new students must be made in writing to CGS at the latest one month before the registration date, failing which the offer will lapse.

### 10.2 Deferment of Study for Active Students

- 10.2.1 Active students who wish to defer their studies are advised to apply using the Deferment of Study Form and the application must be endorsed by the Dean of the respective Faculty and approved by the University.

- 10.2.2 The application must be made before the semester begins or within the first two (2) weeks of the semester. Application to defer after this period will not be considered except for medical reasons.
- 10.2.3 No fees will be imposed on deferment due to medical or other valid personal reasons.
- 10.2.4 The period of deferment due to medical reason will not be considered as part of the duration of the study.
- 10.2.5 The total maximum allowable period of deferment is two (2) semester except for medical reason where the maximum allowable period of deferment is according to the maximum duration of study. Application must be made on a semester basis.
- 10.2.6 Students with the approved deferment of study are not eligible to use any facilities provided for other students by the University.

## **11. Withdrawal from study**

- 11.1 A student can apply for a withdrawal from the study program by submitting their Withdrawal Application Form to the CGS.
- 11.2 Application of withdrawal will only be processed if a student has made full settlement of the outstanding fees. If a student fails to make full settlement of the outstanding fees, CGS will not issue the Letter of Approval for Withdrawing and the student will still be considered as an active student and is expected to pay the fees for the current semester.
- 11.3 Student who withdraws within two (2) weeks after the registration date will be partially refunded (75% of fees).
- 11.4 No refund of fees will be given to a student who withdraw from study after the second (2<sup>nd</sup>) week onwards except for personal bond.

## **12. Progress**

### **12.1 Student Status**

- 12.1.1 Throughout their candidacy period, students have to ensure that they:
- a) Register for the programme;
  - b) Pay the required fees before each semester begins;
  - c) Register the required courses for each semester.

## 12.2 Attendance

- 12.2.1 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 a written permission by the Lecturer, Head of Department or the respective Dean of Faculty.

## 13. Assessment

### 13.1 Coursework consists of formative and summative assessments:

Assessments will be carried out either in the form of essays, case studies, oral presentations, laboratory work, written tests, projects and participation in group discussions.

### 13.2 The assessment of the Research Project consists of the following components:

- i. Project proposal
- ii. Oral presentation
- iii. Master's Research Project Report

## 14. Grading System

- 14.1 Students will be evaluated based on the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) systems. Course evaluation will be based on 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 or below	0.00

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

14.3 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 the current semester. The example of GPA and CGPA calculation is shown below where *grade point credit* refers to the total grade point obtained for a registered and examined course, and *credit* refers to the credit hours for that particular course.

$$GPA = \frac{\text{Grade Point Credit}_{\text{semester}}}{\text{Credit}_{\text{semester}}}$$

$$CGPA = \frac{\text{Grade Point Credit}_{\text{semester1} \rightarrow n}}{\text{Credit}_{\text{semester1} \rightarrow n}}$$

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

## 15. Course Status

15.1 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
BG	Grade Improvement
F	Failed and Disciplinary Action
HL/HG	Mandatory Present (Passed / Failed)
HS	Attendance Only
HW	Mandatory Present
KK	Credit Exemption
KP	Credit Transfer
L/G	Passed/Failed
M0	Zero Score
MP	Postponing Study
TD	Withdrawal

TH	Not Present
TL	Incomplete
TS	Not Completed
TT	Discipline
UK	Repeat Course

15.2 The interpretation of the status above are explained below:

- 15.2.1 BG (Grade Improvement) – Courses repeated by students for the purpose of improving grade, their latest grade will replace the previous grades.
- 15.2.2 F (Failed and Disciplinary Action) – Given to students convicted of academic discipline with zero grade points.
- 15.2.3 HL/HG (Compulsory Present (Passed / Failed)) – These grades are given for courses registered with the HW. If passed, HL is granted and credit is accounted for in the calculation of Credit Earned but not in CPA and CGPA. If failed, HG is granted and credit is not accounted for in the calculation of Credit Counted, CGPA and CGPA but is calculated in the amount of Credit Earned. Students who have obtained a HG should repeat the course.
- 15.2.4 HS (Attendance Only) – Attendance Only courses are courses that require the attendance of students without examinations and are not considered for the purpose of graduation.
- 15.2.5 HW (Compulsory Present) – This course is a credit course where attendance is required. Credits for this course are not included in the calculation of Credit Earned, Credit Counted, CPA and CGPA.
- 15.2.6 KK (Credit Exemption) – Credit for courses exempted for students who have undergone prior learning.
- 15.2.7 KP (Credit Transfer) – Credits are transferred from one programme to another programme, University transfers, new programme admissions and student transfer as specified.
- 15.2.8 L/G (Passed / failed) – Students are required to enrol in this course. Students who fail must re-enrol next semester or when the course is offered. Credit for this course is not counted in CPA and CGPA calculations but Pass results will be displayed in the Student Academic Transcript.
- 15.2.9 M0 (Zero Score) – It is given to students who do not submit coursework or do not directly answer the final exam questions of a course. However the Faculty / Centre should consider the grant of the course during the

Faculty / Centre Examination Committee Meeting to replace the M0 grade.

15.2.10 MP (Postponing Study) – Refers to students who have been postponing study for an academic semester with Senate approval.

15.2.11 TD (Withdrawal) – 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.

15.2.12 TH (Not present) – Refers to students who do not attend the final examination of a course or are barred from sitting for a course. However, the Faculty / Centre should determine the grade of the course during the Faculty / Centre Examination Committee Meeting to replace the TH grade.

15.2.13 TL (Incomplete) – Awarded to a final year project or industry training that takes more than a specified period. TL will be given during the semester and grades will be given in the following semester.

15.2.14 TS (Not completed) – This grade is given to Students who do not sit for the final examination or are unable to complete the coursework for a particular Course because of a confirmed illness or other reasons that can be accepted by the University. Students who obtain TS grade must sit for a special examination to replace the final examination or complete the coursework within the stipulated period.

15.2.15 TT (Discipline) – Given to a course in which the student is in the process of undergoing disciplinary action. The Grade Value will not be accounted for in GPA and CGPA.

15.2.16 UK (Repeat Course) – Courses repeated by students who have failed in the course. Repeat course credit is not used for CGPA calculation purposes.

15.3 Based on the GPA and CGPA, a student will be given the following status for the overall assessment:

<b>STATUS</b>	<b>DEFINITION</b>
Pass (KB)	$GPA/CGPA \geq 3.00$
Conditional Pass (KS)	$2.00 \leq GPA/CGPA \leq 2.99$
Fail (KG)	$GPA/CGPA < 2.00$

\* Conditional Pass (KS) – Students are given the KS (Conditional Pass) status



if they obtained a CGPA between 2.00 and 2.99. The students must improve their CGPA to 3.00 or higher in the following semester.

## **16. Terms for Repeating Courses**

- 16.1 In general, the minimum passing grade for each course is 2.0 (C). However, certain courses may impose a higher passing grade according to respective faculty requirement.
- 16.2 Students who obtain a grade point of less than 2.0 (C) in any of the course is required to repeat the course. His / her CGPA is calculated based on the latest grade obtained for the course.
- 16.3 Students are not allowed to repeat a course if he/she has obtained a grade point of 3.0 (B) and above.

## **17. Examinations**

### **17.1 Pre-Examination Submissions**

#### **17.1.1 Taught Courses**

- 17.1.1.1 All coursework components (e.g., assignments, case studies, laboratory reports and etc.) of the taught courses are to be completed and submitted according to the schedule set by the respective Course Lecturer.

#### **17.1.2 Research Project Report**

- 17.1.2.1 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 Thesis Writing' before it can be allowed to be submitted for examination. Failure to conform may result in the rejection of the report.
- 17.1.2.2 Once the copy is deemed acceptable, the student must submit TWO (2) ring-bound softcover copies and ONE (1) soft copy of the report on a CD to the Programme Coordinator of the respective programme.

## 17.2 Examination

### 17.2.1 Courses

- 17.2.1.1 Assessments will be carried out during the semester. All written assessments are subject to the University Academic Rules.

### 17.2.2 Project

- 17.2.2.1 The evaluation shall comprise of these components: Proposal, final project report and/or oral presentation.
- 17.2.2.2 After the oral presentation session, where applicable, students may be asked to make modifications to the project report based on recommendations by the Panel of Examiners.
- 17.2.2.3 In the event of corrections/changes to be made in the report, students are required to resubmit an unbound copy to the examiners for verification and submit THREE (3) hardbound copies and a soft copy of the report on CD within ONE (1) month from the oral session to the Program Coordinator. Submission of the hardbound copies is mandatory in order for the student to graduate.

## 17.3 Special Examination

- 17.3.1 A special examination can be conducted for a course that has a written test/examination to enable a student to complete and graduate within the stipulated duration of study.
- 17.3.2 A special examination will be offered based on the availability of resources and the proposal made by the Dean of Faculty to the University Graduate Studies Committee (UGSC). Special examination must be endorsed by the Senate.
- 17.3.3 Special examinations can be conducted for students who could not attend the examinations due to health issues, emergency or death cases or other cases approved by the University Graduate Studies Committee (UGSC)/Senate.

## 17.4 Re-administration of Examination

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

- i. That a leak has occurred in the written test paper.
- ii. Students are not able to sit for the examination due to natural disasters or issues that threaten national security.
- iii. Other reasons deemed appropriate by the Senate.

## 18. Post-Examination/Pre-Graduation

### 18.1 Examination Results

18.1.1 The final grade for a course will only be released to students after the Senate's endorsement.

18.1.2 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 RM50.00 per course will be charged for each review appeal.

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

18.1.4 The above rules are also applicable to research projects.

### 18.2 Pre-Graduation Checklist

18.2.1 It is the student's responsibility to ensure that he/she 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.

18.2.2 As per academic requirements, the following points are pertinent:

- a) Students must obtain a minimum CGPA of 3.00;
- b) Students who fail an elective course may replace it with another elective course;
- c) 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).

### 18.3 Research Project

18.3.1 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) Extension of final project report requires approval by the University Graduate Studies Committee (UGSC). The extension is on a case-by-case basis. Any extension can run up to a maximum of not more than one (1) semester.
- b) 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.

## 19. Graduation

### 19.1 Conferment of Degree

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

19.1.1 A Degree will be awarded to students who have fulfilled the following requirements:

- a) Accumulated the minimum credit requirement for the respective program;
- b) Achieved a minimum average grade of B (CGPA  $\geq$  3.00), calculated based on all courses taken throughout the duration of study;
- c) Satisfied all conditions as stated in section 18.2.2;
- d) Completed the minimum period of study and not exceeded the maximum period allowed.

19.1.2 Apart from the academic requirements, candidates have to fulfill the following requirements:

- a) Currently a registered student (not withdrawn, defaulted, deferred or terminated);
- b) Free from any financial commitments and debts to the University and has made full settlement of fees;
- c) Free from any pending disciplinary action.

19.2 The conferment of degree is subject to approval by the Senate.

## **20. Termination of study**

20.1 Senate has the right to terminate a student who provided false information during his/her application process to the University.

20.2 A student may be terminated at any given time by the University in the event the student:

- i. Fail to register for one semester without any written notice or a valid reason in writing to the Dean of CGS;
- ii. Exceeded the maximum duration of study;
- iii. Failed in his/her examination;
- iv. Fail to pay the fees or other payment within the period of time stipulated by the University;
- v. Has been found guilty of committing academic offences by the University Student Disciplinary Committee.

## **21. Plagiarism/Academic Fraud**

21.1 Students 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.

21.2 Students are reminded that the University is strongly against plagiarism/academic fraud.

21.3 Student who has been reported committing plagiarism/academic fraud will be referred to the University Students Disciplinary Committee. In the event the student is found guilty for committing plagiarism/academic fraud, the punishment will be imposed according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

21.4 Turnitin similarity index shall be less than 20 percent of the overall thesis/dissertation/research project report.