



UPNM

National Defence University of Malaysia
Kewajipan • Maruah • Integriti



PUSAT PENGAJIAN SISWAZAH
Centre for Graduate Studies



ACADEMIC REGULATIONS OF GRADUATE STUDIES (PROGRAMME BY RESEARCH)

THIRD EDITION



CENTRE FOR GRADUATE STUDIES

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GENERAL PROVISIONS

Students shall comply with all the regulations stated in the UPNM Academic Regulations of Graduate Studies.

As the highest academic body of the University, subject to its power, the Senate 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 the Senate passes it. 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 this 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

This is the Universiti Pertahanan Nasional Malaysia (UPNM) Academic Regulations for Graduate Studies. The regulations are to be followed unless stated otherwise:

1. 'Graduate studies' means studies at the Master and Doctor of Philosophy levels.
2. '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.
3. 'University' means Universiti Pertahanan Nasional Malaysia.
4. 'Senate' means the Senate of UPNM.
5. 'Regulations' means the regulations governing the graduate studies.
6. 'CGS' means the UPNM Centre for Graduate Studies.
7. 'Faculty/Centre/Academy (FCA)' means any FCA authorised by UPNM to conduct the postgraduate programme and shall be known also as programme owner.
8. 'UGSC' means the University Graduate Studies Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Centres/Academies which offer graduate programmes.
9. 'Faculty Graduate Studies Committee (FGSC)' means a committee established by FCA 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.
10. 'International Office (IO)' refers to an administrative office responsible for the general welfare of all international students at UPNM. IO assists international students with registration, immigration and visa related matters, health issues, airport reception, general advice relating to student support/ accommodation/ cultural or educational adjustment and support programmes for the international student throughout their duration of study at the University.

11. 'Student' means a registered student following a course of study of any postgraduate level on a full-time or part-time basis in the University.
12. 'Full-time Students' are required to follow and complete a programme within the duration stipulated by the University.
13. 'Part-time Students' are required to follow and complete the same curriculum content as that of full-time students for a longer duration of the study.
14. 'Registration' means the official recording of a student's name to study in a particular programme.
15. 'CGPA' means Cumulative Grade Point Average.
16. 'TOEFL' means the Test of English as a Foreign Language conducted by the Educational Testing Service International.
17. 'IELTS' means the International English Language Testing System conducted by the British Council.
18. 'Research Proposal' means any document comprising Background Research, Research Objectives, Hypothesis, Problem Statement/ Research Questions, Literature Review, Methodology, Expected Findings, Conclusion and References.
19. 'Main Supervisor' means any academic staff nominated by the Faculty/UGSC to main supervisory role and advise a student on his/ her programme of studies.
20. 'Co-supervisor' means any academic staff/person nominated by the Faculty/UGSC/Senate and appointed to assist and work with the Main Supervisor in supervising a student on his/her programme of studies.
21. 'Supervisory Committee' refers to a committee comprised of the Main Supervisor and Co-Supervisor(s) appointed to supervise the student on his/her programme of studies.
22. 'Examiner' means any person appointed by the Faculty/UGSC to examine a student's submitted thesis for the examination or Viva Voce.
23. 'Chairperson' means any academic staff/person nominated by the Faculty/UGSC/Senate to lead a committee related to postgraduate issues.

24. 'PhD' refers to Doctor of Philosophy.
25. 'Internal Examiner' is any academic staff of the University proposed by the Faculty/UGSC to examine the thesis submitted by a student for a specific degree.
26. 'External Examiner' means an individual who is not a staff of the University; proposed by the Faculty to examine the thesis submitted by a student for a specific degree.
27. 'Deferment' means postponement of study.
28. 'Thesis' means a document submitted as a required fulfilment for the programmes by research work.
29. 'Thesis Examination Committee' means a committee appointed to undertake the examination of a thesis.
30. 'Viva voce' means an oral examination, especially in reference to a thesis defence as part of the Thesis Examination requirements.
31. 'Dean of CGS' means the academic staff appointed by the Vice Chancellor to head the CGS.
32. 'Head of Department' is the academic staff appointed by the University to head a department in the faculty.
33. 'Fees' means payment set by the University for a particular purpose.
34. 'Programme' means academic programme according to the curriculum approved by the Senate for the purpose of graduation.
35. 'Course' is an academic subject or activities offered by CGS/FCA and has a specific code.
36. 'Guarantee of payment/financial affidavit' means official letter / letter of undertaking from students that required students to pay fees according to the scheduled payment.
37. 'Personal bond fee' 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 fee will be returned to the students upon completion or withdrawal of the student's study in the institution, on condition that there is no violation of any provision of the Immigration laws of Malaysia.

38. 'Panel of Assessors' means the academic staff appointed to evaluate Proposal Defence.
39. 'Plagiarism' is the act of using an idea, a word, or a work of another person without proper acknowledgements.
40. '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.
41. 'Turnitin' is an originality checking and plagiarism prevention service that checks students writing for citation mistakes or inappropriate copying.
42. 'Guide to Thesis Writing' refers to guidelines for writing theses and dissertations for UPM students.
43. '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.
44. 'Proposal Defence (PD)' refers to a session where the students are required to present and defend their research proposal to be evaluated by a Panel of Assessors.
45. 'Research Methodology (RM)' refers to a course to prepare students to design experiments, analyse data, evaluate results and report findings.
46. 'Accredited' refers to the accreditation from authorised bodies such as Malaysia Qualification Agency (Malaysia) or other recognised foreign accreditation bodies.
47. 'EMGS' refers to Education Malaysia Global Services.
48. 'Outstanding student' refers to a postgraduate student who has produced outstanding and tangible outputs during his or her study.
49. 'Main author' refers to the author who contributes most of the writing of the submitted article/manuscript and/or the author who carries out the research as well as writes and edits the manuscript or article. Author/s that perform/s only checking and/or proofreading or copy-editing of the manuscript cannot be termed as the main author. If the

student had contributed the majority towards the article writing and/or work, therefore he/she should be the first author or main author followed by the rest of the co-authors order. Suppose the student did not contribute significantly to the article's writing but contributed to research data/work, he/she should not be the first/main author for the above-mentioned manuscript or article.

50. 'Corresponding author' refers to the individual who, when working on an article with multiple authors, takes primary responsibility for communicating with the journal intended to publish in. The corresponding author usually makes themselves available throughout the process to respond to editorial queries. After publication, the corresponding author should also be available to respond to critiques of the work, any questions that arise, and to co-operate with requests for additional data or information. The student is not eligible to be named as Corresponding.
51. 'KPT' refers to Kementerian Pengajian Tinggi or Ministry of Higher Education.
52. 'Predatory journal' refers to the journal that take advantage of authors by asking them to publish for a fee without providing any or proper peer-review or editing services and it is commonly predatory publishers do not follow the proper academic standards for publishing. Further information is available at <https://beallslist.net>.
53. 'JCR' refer to Journal Citation Reports is a platform available from Clarivate Analytics (formerly known as Web of Science or WOS) and is an authoritative resource for impact factor data. This database provides impact factors and rankings of many social and life sciences journals based on millions of citations.
54. 'SCOPUS' refers as the indexing database with full-text links and is produced by Elsevier Co.
55. 'WOS' or known as Web of Science refers as the indexing database with full-text links and is known and managed by Clarivate Analytics.
56. 'MyCITE' refers to Malaysian Citation Index
57. 'ERA' refers to Excellence in Research Australia (ERA) and is Australia's national research evaluation framework.

58. 'MAPIM' refers to the Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia.
59. 'Review article' which can also define as a literature review, is a survey of previously published research on a topic. It should give an overview of current thinking on the theme and, unlike an original research article, won't present new experimental results.
60. 'Systematic literature review (SLR)' refers to a different type of review article that identifies, selects, and critically appraises research to answer a clearly formulated question. The systematic review should follow a clearly defined protocol or plan where the criteria are clearly stated before the review is conducted.
61. 'UPNM' refer to the university staff that been officially appointed as employee to the University by Jabatan Pendaftar, UPNM.
62. 'ALK' refer to Akademi Latihan Ketenteraan.
63. 'MQA' refers to Malaysia Qualification Agency.

1. GENERAL

1.1 Power of the Senate

The Senate 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 the Senate passes it. All amendments will be binding to current and prospective students unless stated differently by the Senate.

2. ADMISSION REQUIREMENTS

2.1 Applicants for graduate programmes by research at Universiti Pertahanan Nasional Malaysia (UPNM) must fulfil the following requirements:

a. Master Programme

- i. A bachelor's degree in the field or related fields to the programme with a minimum CGPA of 2.75, as accepted by the UPNM Senate;
or
- ii. A bachelor's degree in the field or related fields or equivalent to the programme with a minimum CGPA of 2.50 and not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment.
or
- iii. A bachelor's degree in the field or related fields or equivalent to the programme with a minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in relevant field and rigorous internal assessment.
- iv. Applicants without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the Senate and meet the minimum CGPA based on Clause 2.1 (a) (i), Clause 2.1 (a)(ii) and Clause 2.1(a) (iii) of the above;
or
- v. Qualification obtained through Accreditation of Prior Experiential Learning (APEL A Certificate (APEL T-7)¹ and with working experience in the field or related to the programme.

¹ The candidate's APEL portfolio and credentials must be in the field or related to the field of the applied programme.

* For Master Programme in Computer Science

2.1.1 Admission Requirements for Master Programme in Computer Science

- i. A bachelor's degree in computing or in science and technology or related to computing with a minimum CGPA of 3.00 or equivalent qualification from UPNM or any recognised university by the Senate;
or
 - ii. A bachelor's degree in computing or in science and technology or related to computing or equivalent qualification with a minimum CGPA of 2.75 and not meeting a CGPA of 3.00 can be accepted subject to rigorous internal assessment.
or
 - iii. A bachelor's degree in computing or in science and technology or related to computing or equivalent qualification not meeting a CGPA of 2.75 can be accepted subject to a minimum of five (5) years working experience in any relevant field.
 - vi. Applicants without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the Senate and meet the minimum CGPA based on Clause 2.1.1(i), Clause 2.1.1 (ii) and Clause 2.1.1(iii) of the above.
or
 - vii. Qualification obtained through Accreditation of Prior Experiential Learning (APEL A Certificate (APEL T-7)1 and with working experience in the field or related to the programme.
- b. Doctoral Programme
- i. A master's degree in the field or related fields to the programme from UPNM or any recognised university by the Senate.
or
 - ii. Other qualifications that are recognised by the Senate and/or Malaysian Qualification Agency (MQA) as equivalent to a master's degree.

- iii. Applicants without a related qualification in the field/s or working experience in the relevant fields must undergo appropriate prerequisite courses determined by the Senate.

* For Doctoral Programme in Computer Science

A master's degree or equivalent and candidates must have completed at least one (1) of their earlier degrees (Master or Bachelor) in Computing or related to computing.

2.2 For direct entry from a bachelor's degree to a Doctoral degree, applicants must fulfil all the following requirements:

- i. A bachelor's degree in the field or related fields with first-class grading or its equivalent from an academic or Technical and Vocational Education and Training (TVET) programme from UPNM or any recognised university by the Senate.
or
- ii. A bachelor's degree in the field or related fields or equivalent qualification with a minimum CGPA of 3.67 from an academic or Technical and Vocational Education and Training (TVET) programme from UPNM or any recognised university by the Senate;
- iii. Rigorous internal assessment from the FCA; and
- iv. Approval from Senate.

2.3 However, student who gain direct entry from a bachelor's degree to a Doctoral degree (as per Clause 2.2 as the above) shall not be awarded with a Master degree if the student failed in the Doctoral programme thesis examination.

2.4 Academic qualification for Clause 2.1 and 2.2 as the above must be from an accredited programme by relevant accreditation or regulatory bodies recognised by the Malaysian Government and/or respective countries (e.g., MQA).

3. LANGUAGE REQUIREMENTS

- 3.1 English language proficiency requirement (compulsory) for foreign applicants is illustrated in Table 1.

Table 1: English Requirements

Types of Test	Minimum Scores		
	Computing	Engineering/ Sciences/ Technology	Social Sciences
TOEFL	500	500	500
IELTS	Level 6.0	Level 5.0	Level 6.0
MUET	Band 4	Band 3	Band 4

- 3.2 An exception may be given to applicants of origin or nationality from countries such as the United States (US), United Kingdom (UK), Ireland, Australia, New Zealand, etc. where English is their native/official language. Applicants for other countries (etc.) will not usually need to provide additional evidence of English language ability if they supply sufficient proof from the institution that the degree was taught and examined in English.
- 3.3 The English language requirement is not applicable for international applicant with an accredited bachelor and master's degree obtained from Malaysian based academic institutions.
- 3.4 An international applicant for a postgraduate degree programme who has undergone his/her bachelor or master's degree programme at the University where English is the official medium of teaching /instruction, may be exempted from this requirement. Application for the exemption must be accompanied by an official certification from the degree awarding university's authority.

4. APPLICATION FOR ADMISSION

- 4.1 Applicants must submit a completed Application Form for Graduate Studies (PPS-01) with all the required supporting documents to the Centre for Graduate Studies (CGS).

- 4.2 All applicants must also submit a research proposal that includes all the following below:
- i. A title that may contains keywords of the programme niche
 - ii. Introduction (Background Research, Research Objectives, Hypothesis, Problem Statement/Research Questions) related to the programme niche.
 - iii. Selected Literature Review (previous research);
 - iv. Methodology (Conceptual/Theoretical Framework, Gantt Chart) related to the programme niche.
 - v. Expected Findings.
 - vi. Conclusion; and
 - vii. References.
- 4.3 The FCA is responsible to ensure that the applicant research proposal for the applied programme is in line with the FCA programme's National Education Code² (NEC). FCA may communicate with the applicant and/or applicant's suggested supervisor for the details regarding the proposed research area.
- 4.4 The FCA is responsible to ensure that the selection of Main Supervisor and Co-Supervisor/s for the applicant must adhere to the regulation stipulated in Clause 17 of the above.
- 4.5 Application Procedures
- 4.5.1 All applications shall first be screened by CGS prior forwarding the documents to FCA. The FCA shall vet the documents and table the decision to the University Graduate Studies Committee (UGSC). CGS shall table the endorsed UGSC's decision for Senate approval.
 - 4.5.2 The CGS and FCA may request the applicant to provide additional conditions or evidence prior to the endorsement of the UGSC.
 - 4.5.3 For the applicant whose credential falls under the requirement under Clause 2.1(ii) and 2.1(iii) of the above, a rigorous internal assessment shall be conducted by the Faculty/Academy/Centre (FCA) and the applicant may be called for an interview (if deemed necessary) by the

² National Education Code (NEC) Manual, 2010, ISBN-978-983-3663-1

respective FCA. The FCA may specify the prerequisite course/s that the applicant must undertake and pass according to the required grading or undertake as an audit course during the study period.

- 4.5.4 For the applicant whose credential falls under Clause 2.1a (iv) or 2.1b (iii) of the above, the FCA must specify the prerequisite course/courses that the applicant shall undertake and pass according to the required grades or as an audit course prior to the programme enrolment.
- 4.5.5 The prerequisite course/courses, as mentioned in Clause 4.5.3 and Clause 4.5.4 of the above, shall be included in the official offer letter to the applicant as the conditional term for enrolment into the programme.
- 4.5.6 Applicants are required to provide certified evidence of adequate financial capability (e.g. payslip, bank guarantee, scholarship, etc.) to support their postgraduate study at the University.
- 4.5.7 Foreign applicants must provide proof of financial ability to pursue their studies and live in Malaysia for the whole duration of study. For self-financed applicant, he/she must submit Affidavit of Support for International Student Form (PPS-01A) and supporting documents to CGS.
- 4.5.8 For sponsored students, a letter of financial guarantee/ sponsorship/ financial affidavit must be provided to CGS.
- 4.5.9 CGS has the right to reject or bar the applicant's application process if no evident or unsatisfactory evident is provided.
- 4.6 An applicant can be given a conditional offer of admission only after the applicant has submitted all the required documents which comply with the admission requirements of the specific programme as stated in Clause 3 of the above.
- 4.7 The offer of admission (condition or final) is valid for one (1) academic year only and may be extended with written permission from the Dean of CGS. Applicant must request for the extension period of offer one (1) month before the offer has lapsed.

4.8 UPNM student who has been dismissed/terminated or had withdrawn or failed in the Viva Voce from a UPNM postgraduate programme can re-apply for the same programme or a new one. However, this will be a new application, and any published scholarly materials (e.g., proceedings, journals, books, etc) related to the previous study shall not be counted for the graduating requirement. Applicant must ensure that he/she has settled all outstanding fees and dues related to the previous UPNM postgraduate programme enrolment.

4.9 Applicant from other Universities/Institutions

4.9.1 The applicant who was previously enrolled in a graduate programme in another university or institution can apply to an equivalent graduate programme at the University. The applicant must obtain official consent from the previous university's authority if the applicant decides to use the data or information obtained from the previous enrolled programme for the study in University. The consent letter must be provided to the University when submitting the application form to CGS failing which, the applicant shall not be allowed to use the data or information obtained from the previous enrolled programme for the study in University.

5. PROGRAMME REGISTRATION

5.1 Registration of New Student

5.1.1 Successful applicants are required to register on the date stipulated by the CGS. A student who is unable to register during the stipulated date can request to register anytime throughout the first semester with conditions that:

- i. Students must submit a formal notice to CGS with justification not later than two (2) weeks before the registration date; and
- ii. Full fees will be charged upon registration. No late charges will be imposed for this registration.

5.1.2 The registration will be organised by the CGS, which includes programme registration, fee payment process and other general administrative matters.

- 5.1.3 To comply with Malaysian law, all full-time international students and accompanying family members must acquire valid health insurance in Malaysia throughout the student's study duration.
- 5.1.4 Full-time international students can work part-time for a maximum of 20 hours per week during semester breaks or holidays of more than 7 days as the condition that their students pass remain valid (refer to EMGS³ for allowable occupations). CGS and the International Office (IO) must be notified in writing prior applying and after being appointed to work part-time. If the international student is reported committing an act not in accordance with Clause 5.1.4 of the above, a disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.
- 5.1.5 Under no circumstances should a full-time international student undertake employment that is deemed illegal by the Malaysian Immigration Department⁴ and/or University as this could result in his or her student visa being revoked. If the international student is reported committing an act not in accordance with Clause 5.1.5 of the above, a disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

5.2 Registration for Active Student

- 5.2.1 It is the responsibility of the students to re-register their study registration every semester and make full payment of prescribed fees within the semester renewal registration period as stipulated by the CGS.
- 5.2.2 The student shall be given two (2) weeks from the new semester registration date announced by the CGS to complete the registration process.

³ Education Malaysia Global Services (EMGS) - <https://educationmalaysia.gov.my/faq/>

⁴ Pas Pelajar - <https://www.imi.gov.my/portal2017/index.php/en/component/tags/tag/2-warga-asing.html>

- 5.2.3 For student who register late (after the stipulated 2 weeks' period in Clause 5.2.2 of the above) without strong justification to CGS, a penalty of RM 100.00 shall be imposed.
- 5.3 The Graduate Student Progress Report (PPS-03) must be submitted to the Main Supervisor and FCA for endorsement not later than one (1) month before the start date of every new semester.
- 5.4 A complete registration process comprises of the following items:
- i. Has completed and submitted the Graduate Student Progress Report (PPS-03) to CGS.
 - ii. Has submitted Semester Renewal Registration Form (PPS-15) to CGS.
 - iii. Has made full payment of the fees for the registered semester. The copy of the receipt or proof of payment must be submitted to CGS.
- 5.5 The student who fails to register for one (1) complete semester without any written notice or a valid reason in writing to the Dean of CGS shall be recommended to the Senate for termination.
- 5.6 After successfully submitting the Thesis Submission for Viva Form (PPS-07-A), the student is not required to register for the semester renewal registration. No financial implication will be imposed on the student after PPS-07-A Form has been submitted to CGS.

6. COURSE REGISTRATION

- 6.1 All students must register for the required courses as instructed by CGS.
- 6.2 Student in Clause 4.5.3 of the above is required to undertake and pass or undertake only as audit course for specific prerequisite course/courses. The registration must be made to the CGS using the Course Registration Form (PPS-19A). The FCA shall be responsible for the course schedule, course conduct, assessment and student's grading. Students who failed to attain the required passing requirement can only repeat once (1) in the following semester. If unsuccessful, the student shall be recommended for termination.

- 6.3 A full-time student must complete the prerequisite course/courses requirement not later than the third (3rd) semester of the study duration. A part-time student must complete the prerequisite course/courses requirement not later than the fourth semester (4th). Failing to comply, the student's candidature may be recommended for termination.
- 6.4 A student must register, attend and pass the Research Methodology (RM) course. Failing to comply, the student's candidature may be recommended for termination.
- 6.5 Full-time student must register for the Research Methodology (RM) course not later than the second (2nd) semester of the student study. Part-time students must register for the RM course not later than the third semester (3rd). Failing to comply, the student's candidature can be recommended for termination.
- 6.6 The student who has attended a RM course during his/her previous master's degree programme (Research or Coursework or Mixed Mode) can be exempted from the above-mentioned course for the Doctoral degree provided that:
 - i. Credit hours for RM course from previous master's degree programme is equivalent to or more than the RM's credit hours for Doctoral programme.
 - ii. Relevancy of the knowledge based on the requirement for Doctoral programme.
 - iii. The previously attended RM course date must not be more than five (5) years prior to the date programme enrolment.
 - iv. Students must provide documented evidence of the Research Methodology course enrolled to the CGS for the exemption approval.
- 6.7 The exemption of the Research Methodology course is subject to the Dean of CGS approval.

7. PROPOSAL DEFENCE

- 7.1 A student must register using the Proposal Defence Application Form (PPS-28) and undergo Proposal Defence (PD) within the stipulated duration as mentioned in Table 2. Failing to comply, student's candidature can be recommended for termination.

Table 2: Proposal Defence Duration

Programme	Full-time	Part-time
Master	Not later than 2 nd semester	Not later than 3 rd semester
Doctoral	Not later than 3 rd semester	Not later than 4 th semester

- 7.2 The Panel of Assessors for the PD shall consist of two (2) expert panels proposed by the FCA that are well versed in the field or related fields to the student's submitted proposal. The outcome of the PD must be addressed in the respective FCA postgraduate committee meeting and reported to the CGS and UGSC. If there is no suitable Assessor available for the student's PD, the FCA may appoint external candidate/s from other institutions without any cost implication.
- 7.3 The student is required to attend and pass the Research Methodology (RM) course prior to registering for PD.
- 7.4 However, the student may request for PD without first attending and/or passing the RM course but must apply officially to the Dean of CGS together with strong justification and the endorsement from the Supervisory Committee. If approved, the student can proceed with the PD registration but must later attend and pass the RM course.
- 7.5 The student who failed the PD can request to CGS for a new Proposal Defence session within six (6) months from the outcome of the first assessment.
- 7.6 The student mentioned in Clause 6.6 and Clause 7.4 of the above who has failed the PD must attend and pass the RM course first prior requesting a new PD session.
- 7.7 Students must submit one copy of the corrected proposal verified by the Assessors and Supervisory Committee to the FCA and CGS within one (1) month after passing the PD.
- 7.8 The student is not allowed to present PD and Colloquium in the same semester or organized session by the FCA/CGS.

8. FEES

- 8.1 All newly registered students are required to pay the enrolment fee (i.e., registration fee, tuition fee, service fee, healthcare fee and insurance) for the first semester.
- 8.2 All active students (registered students) are required to pay the study fee (i.e., tuition fee, service fee, healthcare fee and insurance) every semester of renewal registration.
- 8.3 All active students (registered students) are required to pay the examination, alumni, and convocation fee upon submission of the Notice of Thesis Submission (PPS-06).
- 8.4 The amount of fees throughout the study programme shall be specified by the CGS/University. The CGS/University reserve the right to review the fee structure and to impose any additional fees deemed appropriate.
- 8.5 Sponsored full-time students must provide proof of scholarship documents during the first semester registration process. CGS has the right to reject the registration if such evidence/document is not satisfactory provided.
- 8.6 The student listed in the categories below:
 - i. UPNM Graduate Research Assistant (GRA) of an active grant
 - ii. UPNM Graduate Research Assistant (GRA) of University's Trust or Fellowship Fund
 - iii. UPNM Graduate Research Assistant (GRA) of Research Fellowship scheme
 - iv. UPNM staff

is required to sign and submit the Consent Letter for Periodical Allowance/Salary Deduction⁵. This procedure will ensure that the stipulated fee will be paid in full for each registered semester without fail. CGS has the right to revoke the GRA/UPNM staff's study fee rate to normal student's study fee if the GRA/UPNM staff fails to comply with this ruling.

5 Note: i. Consent letter valid for one semester/year only.

ii. If no consent letter is provided to CGS, student shall have to pay full payment of the during registration period.

8.7 The student who is listed in the categories below:

- i. UPNM Graduate Research Assistantship (GRA) of an inactive or expired grant scheme
- ii. UPNM Research Assistant
- iii. UPNM staff not appointed by the Registrar Office.

is not entitled to the GRA/UPNM staff's study fee rate and shall pay the normal fee for the registered semester.

8.8 A student that has been appointed as GRA after the semester registration period (Clause 5.2.2 of the above), he/she is entitled to the GRA's study fee for the registered semester. If the student has made full payment prior to the appointment date, CGS will contra the GRA's study fee for the following semester.

8.9 A student with GRA/Fellowship status as stated in Clause 8.6 of the above and where GRA appointment near the expiry date, he/she is entitled to the GRA's study fee on the new semester with the condition that;

- i. GRA appointment period is still valid within the semester registration period as stated in Clause 5.2.2 of the above.
- ii. Has successfully completed the semester renewal registration process (Clause 5.4 of the above) within the allocated period as state in Clause 5.2.2 of the above.

8.10 A part-time student who is a UPNM/ALK staff must provide at least proof of acceptance of one (1) article published in;

- i. SCOPUS/WOS/ERA indexed; or
- ii. MyCITE; or
- iii. Zulfaqar

within four (4) active semesters (after the date of first registration date) to be eligible for the staff's study fee for the next following four (4) semesters. Failure to submit proof, the student shall pay the normal student study fee for the following semester⁶.

8.11 The student who has submitted a semester deferment application and obtained approval in the same semester, the fully paid study fee shall be carried forward to the following semester.

⁶ If the student submits the proof of publication on the 5th consecutive semester, fees shall still be imposed to the student.

8.12 The student who successfully submitted the Thesis Submission for Viva form (PPS-07-A), will not have to pay the study fee for the following semester until the viva voce examination and or graduation process is completed.

8.13 However, the student listed in the category below is not subjected to Clause 8.12 of the above, must also continue to register, and pay the fees for the following semester without fail:

- i. The student who received the result of Resubmission of Thesis after Viva Voce and is unable to resubmit the thesis and PPS-07-A Form before the end of the current semester (where the first Viva Voce session was held), the student must continue to register and pay the study fee for the following semester.
- ii. The student who has completed the thesis correction (after Viva Voce) but has yet to fulfil the publication requirements as specified in Clause 20 of the above.

If the student has fulfilled the publication requirements in the current semester, no registration and fees shall be imposed for the following semester.

8.14 A student who has any outstanding study fee shall be;

- i. barred from continuing their studies (applicable after CGS has issued the 2nd reminder to the student); and/or
- ii. barred from applying any application pertaining to the study programme⁷; and/or
- iii. recommended for termination; and/or
- iv. are not allowed to graduate.

CGS has the right to execute the actions mentioned above and shall report its action to the FCA/UGSC and University.

8.15 The student, as mentioned in this Clause 8.15 shall not be eligible to use any facilities provided by the University until CGS has issued a formal clearance letter. Disciplinary action will be imposed to the student and/or Supervisory Committee who is found to flout this ruling.

⁷ e.g. related to Clause 6,7, 9,11,12,13-16,18, 20 & 21

9. DURATION OF STUDY

- 9.1 The duration of studies for postgraduate student is shown in the Table 3.

Table 3: Duration of Study⁸

Programme	Mode of Study	Conventional Duration	Maximum Duration
Master	Full-time	2 years	4 years
	Part-time	3 years	6 years
Doctoral	Full-time	3 years	6 years
	Part-time	4 years	8 years

- 9.2 A student's conventional study duration (Conventional Route) shall be determined based on the academic duration per year.
- 9.3 However, the Senate may allow exemptions for outstanding students that completed their studies within a shorter period⁹ (Fastrack Route) from stipulated conventional duration as stated in Table 3.
- 9.4 The FCA shall be responsible for verifying the outstanding quality/ outputs of the student's achievements.

10. CHANGE OF MODE OF STUDY, RESEARCH FIELD AND PROGRAMME

- 10.1 Students can convert the mode of study from full-time to part-time or vice versa. Application for conversion must be made using Application Form for Conversion of Mode of Registration (PPS-24) to the CGS through the FCA.
- 10.2 The mode conversion is only allowed once (1) during the study period.

8 Note: i. One (1) year of study is equivalent to two (2) active semesters. One (1) active semester of study is equivalent to 6 months.

ii. International student is prohibited to enrol/register/convert into Part Time programme

9 The date of Senate approval for study completion is within the stipulated conventional study period.

- 10.3 Application for conversion shall be approved by the Dean of CGS and the remainder duration of study will be determined by the CGS.
- 10.4 For any conversion application that has been approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the conversion shall take effect at the following semester.
- 10.5 The study fee will be adjusted accordingly by CGS.
- 10.6 A student may be allowed to change his field of research or programme (NEC¹⁰ Narrow Field 2 digits and Detailed Field NEC 3 digits) subject to approval by the Senate, on the condition that;
 - i. the student fulfils the requirements as stated in Clause 2 of the above for the new Field category; and
 - ii. the student's current research work is relevant and can be used in the new Field category.

The student is required to submit the PPS-24 Form together with the revised research proposal in-line with the new Field endorsed by the Supervisory Committee and FCA. The student's study duration shall continue as usual.

- 10.7 However, if the student cannot comply with Clause 10.6 (i) and/or (ii) of the above, the student must withdraw from the original and registered field of study and submit a new postgraduate application if he intends to pursue or change to a field of study or programme. A new study duration will be given to the student enrolment.
- 10.8 A student is not allowed to change his/her field of research or programme to a different field of study (NEC Broad Field 1 digits). The student must withdraw from the original and registered field of study and submit a new postgraduate application if he intends to pursue or change to a field of study (NEC Broad Field 1 digits). A new study duration will be given to the student enrolment.
- 10.9 The student must continue with his/her original field of research or programme until his application to change has been approved.

¹⁰ Refer to National Education Code (NEC) Manual, 2010, ISBN-978-983-3663-1

- 10.10 A student is not allowed to change his/her field of research or programme after the student has submitted his/her thesis or dissertation for examination.
- 10.11 A student is allowed to change the title of their research study at any given time but is not allowed after submitting the PPS-06 Form (Notice for Thesis Submission).
- 10.12 For Clause 10.11 of the above, the student must apply officially to the Dean of CGS and attach the revised research proposal. The revised proposal must be endorsed by Supervisory Committee and FCA. However, the application shall be approved on the condition that the revised title of the study and the revised proposal must be in-line with the student's registered NEC Field.

11. ATTENDANCE

- 11.1 Students must fulfil attendance requirements as required by the Supervisory Committee and/or CGS.
- 11.2 Regular meetings or communication with the Main Supervisor and/or Co-Supervisor/s (minimum two times per semester) must be fulfilled by the students.
- 11.3 Students are required to officially present their research progress to the appointed Supervisory Committees at least once (1) per semester. The evidence of such presentation (PPS-Appendix A) must be submitted as an attachment in the Graduate Student Progress Report (PPS-03).

12. COLLOQUIUM

- 12.1 The student is required to present in colloquium/s organised by the CGS, or Faculties/Centre/Academy. Exemption of colloquium using any seminar/conference presentation is not allowed.
- 12.2 A Master student must present his/her research finding/ findings in the University colloquium (excluding the proposal defence) at least once (1) during the study period. The colloquium presentation/presentations must be conducted before submitting the Notice of Thesis Submission (PPS-06).

- 12.3 A Doctoral student must present his/her research finding/ findings in a UPNM colloquium (excluding the proposal defence) at least twice (2) during the study period. The colloquium presentations must be conducted before submitting the Notice of Thesis Submission (PPS-06).

13. EXTENSION OF STUDY

- 13.1 Students who are unable to complete their programme within the Maximum Duration as per Table 3 can apply for an extension to the duration of study.
- 13.2 The maximum extension of the study period is only three (3) semesters after the period of candidature ends. The extension of three (3) semesters is considered as final.
- 13.3 The application must be supported with strong justifications and endorsed by the Main Supervisor.
- 13.4 This application must be made officially to the Dean of CGS using the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25).
- 13.5 Students must submit their PPS-25 Form to CGS not later than three (3) months before the end of the maximum study duration. The student who fails to submit the extension application within the study duration shall be recommended for termination.

14. DEFERMENT OF STUDY

14.1 Deferment of Registration for New Students

- 14.1.1 Deferment of registration for new students is only allowed for a maximum of one (1) semester. Application for the first semester registration deferment must be made in writing to CGS at least one (1) month before the stipulated registration date. Failure to comply will result in the expiration of the offer letter. Students must resubmit a new application for a new offer letter to be issued.

14.2 Deferment of Study for Active Students

- 14.2.1 Active students who wish to defer their studies shall submit the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25) to CGS. The application must be endorsed by the Faculty/ Centre/ Academy and UGSC and approved by the Senate.
- 14.2.2 Students who wish to apply for deferment for the following semester must submit the application three (3) months before the current semester ends.
- 14.2.3 For a student who wishes to defer his/her study in the current semester, the application must be submitted to CGS within two (2) months after the semester has commenced. However, the current semester fees must be paid in full, and if the deferment is approved, the fees will be carried forward to the following semester.
- 14.2.4 Deferment application made after the period as stated in Clause 14.2.3 of the above will not be considered except for medical or emergency reasons (with strong justification).
- 14.2.5 The maximum allowable deferment period is for two (2) semesters (1+1 basis) except for medical or emergency reasons. However, for medical related cases, the maximum allowable deferment period shall not exceed the maximum duration of study programme.
- 14.2.6 The period of deferment will not be considered as part of the duration of the study.
- 14.2.7 No fees will be imposed during the approved deferment period.
- 14.2.8 A student is not eligible to use any facilities provided for other students by the University during the approved deferment period. If a student is reported committing an act not in accordance with this Clause 14.2.8, a disciplinary action will be taken against the student according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

- 14.2.9 Student in deferment period is also not entitled or allowed to conduct or participate with regards to the following actions;
- i. Attending any courses offered by CGS or Faculty/Academy/Centre (e.g. Research Methodology Course, etc)
 - ii. Presenting in the Proposal Defence
 - iii. Presenting in the Colloquium organised by CGS and FCA
 - iv. Submit the notice of thesis submission (PPS-06)
 - v. Submit thesis for Viva Voce (PPS-07A)
- 14.2.10 The student is required to register as an active student after the approved deferment period ends without fail.
- 14.2.11 If the student fails to re-register after the approved deferment period ends without any official notice to CGS, his/her candidature may be terminated.
- 14.2.12 An international student is required to cancel their existing student pass¹¹ (including dependants, if any) in the event the application for deferment of study is approved by the Senate. Students are required to apply for the Checkout Memo (COM) within two (2) weeks from deferment approval by submitting their passport, outbound flight tickets and other related documents. If a student fails to report to CGS by the end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration. Students must reapply for the VAL before entering the country for subsequent semester registration renewal.

15. WITHDRAWAL OF STUDY

- 15.1 A student can apply for a withdrawal from the study program by submitting the Application Form for Deferment/Extension of Study Duration/Withdrawal (PPS-25) to the CGS.

¹¹ Malaysian Immigration Act 1963 13(4)(b)

- 15.2 Application of withdrawal can only be processed if the student has made a full settlement of the outstanding fees or penalties or commitments to the University (e.g fees, summons etc). If a student fails to comply with this Clause 15.2, CGS shall not issue the Withdrawal Approval Letter.
- 15.3 CGS will recommend that the student to be terminated if the student fails to settle all outstanding as stated in Clause 15.2 of the above two (2) months after submitting the application. The student case shall be forwarded to the Bursary for outstanding payment retrieval.
- 15.4 A student who withdraws within two (2) weeks after the registration date will be partially refunded (75% of the overall paid study fees, 100% of the examination, alumni and convocation fees).
- 15.5 No refund of fees will be given to a student who withdraws from study after the duration stipulated in Clause 15.4 of the above and onwards except for personal bond (for international students only).
- 15.6 An international student is required to cancel their existing student pass (including dependants, if any) in the event the application for withdrawal of study is approved by the Senate. Students are required to apply for the Checkout Memo (COM) within two (2) weeks from withdrawal approval by submitting their passport, outbound flight tickets and other related documents. If a student failed to report to CGS by the end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/ Immigration.

16. CONVERSION FROM MASTER TO DOCTORAL DEGREE PROGRAMME

- 16.1 A student may apply for conversion from a Master (by research mode) programme to a Doctoral degree programme. If the application is successful, the student is required to comply with all the requirements for a Doctoral degree.

16.2 Students with a Bachelor degree who have registered for a Master degree programme may apply to convert their candidacy to a Doctoral degree programme within; one (1) year after the Master degree registration for full-time student and two (2) years after the Master degree registration for part- time student.

16.3 The following rules shall apply for the conversion process:

- i. must have published or show proof of acceptance of two (2) scholarly articles in the indexed journal (minimum SCOPUS) as the main author
or
one (1) article in JCR (Q1/Q2) rated journal as the main author.

The article/articles must be based on his/her research done during the candidacy period. The journal article shall not be in the form of proceeding article/proceedings to journal article/publication in predatory based journal or KPT blacklisted journal/review article¹² of the study;

- ii. obtained the minimum score of 80% marks from the Graduate Student Progress Report (PPS-03) submitted on the first semester; and
- iii. submit an extended research proposal that meets the elements of a Doctoral degree and has been endorsed by the Supervisory Committee; and
- iv. pass the conversion assessment from the Independent Committee.

16.4 The Supervisory Committee shall verify in writing in the form of a report that the student:

- i. has the ability to integrate the knowledge of research and/or theories pertaining to issues that are fundamental to the Doctoral degree field of study;
- ii. demonstrates critical, analytical and independent thinking skills in a Doctoral degree programme;
- iii. has a good understanding of relevant research design and methodology for a Doctoral degree program;
- iv. has presented and defence his extended proposal to the Supervisory Committee for Master to Doctoral degree conversion.

¹² excluding Systematic Literature Review (SLR)

- 16.5 The FCA shall appoint an independent committee for the examination process, comprising a minimum of four (4) members with the Dean/Director of the FCA as the Chairman. The other three (3) committee members must be in the field or related research field to the student's study programme.
- 16.6 The independent committee shall make its recommendations through the FCA for the endorsement of the University Graduate Studies Committee (UGSC). The Dean of CGS then table the UGSC endorsement to the Senate for approval.
- 16.7 The independent committee shall:
- i. Evaluate the extent to which the current Master research has progressed and the proposal for the Doctoral research via a presentation;
 - ii. Examine the published work to verify its relevancy to the current study programme;
 - iii. Assess and verify the programme outcomes achieved by the student based on provided evidences;
 - iv. Conduct the conversion assessment to the student (which may consist of written and/or oral examinations); and
 - v. Submit a comprehensive report to the CGS through the FCA highlighting the merits and achievements that will support or justify or reject the conversion application.
- 16.8 If the conversion is approved by the Senate within the first three (3) months of the registered semester, it shall take effect immediately as the current semester of the Doctoral degree programme. Otherwise, conversion shall take effect the following semester.
- 16.9 The publications evident submitted in Clause 16.3 (i) of the above will NOT be counted in the publication requirements for the award of degree for Doctoral degree as per stated in Clause 20.2(ii) below.

17. SUPERVISORY COMMITTEE

17.1 Master Degree

- 17.1.1 The Main Supervisor or Chairman of the Supervisory Committee must have a minimum qualification of a Doctoral degree and with the following criteria;
- i. Doctoral degree must be in the field¹³ of the student's study programme.
 - ii. has undergone and completed the structured supervisor training course recognised by CGS.
- 17.1.2 Where the Main Supervisor is without the required qualification stated in Clause 17.1.1 of the above, a Main Supervisor must possess a Master degree qualification and with the following criteria:
- i. has at least five (5) years of teaching and research experience at university level as an academic staff;
 - ii. has co-supervised a Master candidate/student (research mode).
 - iii. Master's degree must be in the field¹³ of the student's study programme.
 - iv. has undergone and completed the structured supervisor training course recognised by CGS.
- 17.1.3 The Co-Supervisor in the Supervisory Committee must have a minimum qualification a Doctoral degree. The Co-Supervisor's Doctoral degree specialisation must be in the field¹³ or relevant to the field¹³ of the student's study programme.
- 17.1.4 Where the Co-Supervisor is without the required qualification stated in Clause 17.1.3 of the above, the Co-Supervisor must possess a Master degree qualification and with the following criteria:
- i. has at least one (1) year of teaching and research experience at University as an academic staff;
 - ii. Master degree must be in the field¹³ or relevant to the field of the student's study programme.
 - iii. has undergone and completed the structured supervisor training course recognised by CGS.

¹³ National Educational Code (NEC) Broad/Narrow field

- 17.1.5 Where the Co-supervisor who is a practitioner or from the industry and without the required qualification stated in Clause 17.1.4 of the above, the Co-supervisor must possess a Bachelor degree and with the following criteria:
- i. has at least five (5) years of working experience in the field¹³ or relevant to the field that is deemed at a level appropriate for the student's dissertation;
 - ii. has undergone and completed the structured supervisor training course recognised by CGS.

17.2 Doctoral Degree

- 17.2.1 The Main Supervisor or Chairman of the Supervisory Committee must have a minimum qualification of a Doctoral degree and with the following criteria:
- i. has at least at least two (2) years of teaching experience and research at University level as an academic staff.
 - ii. has supervised at least a Master or Doctoral candidate (research mode) until completion.
 - iii. has undergone and completed the structured supervisor training course recognized by CGS.
 - iv. Doctoral degree must be in the field¹³ of the student's study programme.
- 17.2.2 Where the Main Supervisor is without the required qualification stated in Clause 17.2.1 of the above, the Main Supervisor must possess a Master degree and with the following criteria:
- i. has at least two (2) years in teaching experience as an academic staff.
 - ii. must have an extensive experience (at least 10 years) in research from the date of graduation of Master degree.
 - iii. has supervised at least a Master or Doctoral candidate (research mode) until completion.
 - iv. Master degree must be in the field¹³ of the student's study programme.
 - v. has undergone and completed the structured supervisory training course recognised by CGS.

- 17.2.3 The Co-Supervisor in the Supervisory Committee must have a minimum qualification of Doctoral degree. The Co-Supervisor's Doctoral degree specialisation must be in the field¹² or relevant to the field of the student's study programme.
- 17.2.4 Where the Co-Supervisor is without the required qualification stated in Clause 17.2.3 of the above, the Co-Supervisor must possess a Master degree and with the following credentials:
- i. Master degree must be in the field¹³ or relevant to the field of the student's study programme;
 - ii. must have extensive experience (at least 7 years) in research from the date of graduation of Master degree
 - iii. has undergone and completed the structured supervisor training course recognised by CGS.
- 17.2.5 Where the Co-Supervisor who is a practitioner or from the industry and without the required qualification stated in Clause 17.2.4 of the above, the Co-supervisor must possess a Master degree and with the following criteria:
- i. has at least ten (10) years of working experience in the field¹³ or relevant to the field that is deemed at a level appropriate for the student's dissertation;
 - ii. has undergone and completed the structured supervisor training course recognised by CGS.
- 17.3 The Supervisory Committee's research experience must comprise of the following requirements:
- i. have sufficient experience as Principal Investigator or Co-Researcher in recognised research activities.
 - ii. has produced credible publications or equivalent works.
- 17.4 The Main Supervisor must be a full-time academic staff¹⁴ during the student's candidature period. An academic staff who is on secondment from UPNM to other agencies is not allowed to be appointed as the Main Supervisor and can only be appointed as a co-supervisor (within the period of secondment).

¹⁴ e.g. emolument paid by the university

- 17.5 Academic staff who is on secondment from other agencies to UPM can be appointed as the Main Supervisor (within the period of secondment) and must fulfil the requirement in Clause 17.1 and 17.2 of the above. If the secondment period ends, the University may allow the academic staff to continue as Co-Supervisor.
- 17.6 An academic staff who is currently enrolled as a full-time postgraduate student or study leave is not eligible to be appointed as Main Supervisor. However, the University may allow the academic staff to continue as Co-Supervisor.
- 17.7 An academic staff member who is currently enrolled as a part-time postgraduate student may be allowed to be appointed as main supervisor subject to Senate approval with the following conditions:
- i. The academic staff's current postgraduate's study or works shall not have any clear similarity with the supervised student's study or works.
 - ii. The academic staff's current postgraduate thesis or dissertation shall not have any clear similarity with the supervised student's thesis or dissertation.
 - iii. The academic staff shall not instruct their supervised postgraduate student to perform/conduct/write any work/materials pertaining to the academic staff's postgraduate work/dissertation.
 - iv. The academic staff must sign the declaration of No Conflict of Interest Form (PPS-29) upon the student registration to the programme.
 - v. The number of student supervision shall be limited to only two (2) students at the same time.
- 17.8 The FCA shall be responsible for the verification of the Clause 17.7 (i), (ii) and (v) of the above when vetting the student's application documents and thesis submission process. Disciplinary action will be imposed to academic staff cum Main Supervisor (Clause 17.7 of the above) who is found to be in violation of this ruling. Consequently, the FCA shall have the right to remove the current Main Supervisor and nominate other personnel as Main Supervisor for the student.

- 17.9 An academic staff who is on sabbatical leave or industrial attachment may be allowed to retain the Main Supervisor appointment subject by FCA recommendation based on Clause 17.4 of the above (full-time staff) and Dean of CGS approval.
- 17.10 Other non-academic UPM staffs or external parties who possess experience in research and fulfils the requirements stated in Clause 17.1 until Clause 17.3 of the above, may be allowed to be appointed as Co-Supervisor of the Member of Supervisory Committee subject to Senate approval.
- 17.11 The specialisation of the Members of Supervisory Committee shall not be redundant with each other unless it involves a different sub-specialisation and is deemed required for the student's work and dissertation.
- 17.12 For Master programme, the maximum limit for Supervisory Committee is three (3), unless it is deemed necessary to include additional member/s¹⁵.
- 17.13 For Doctoral programme, the maximum limit for Supervisory Committee is five (5), unless it is deemed necessary to include additional member/s¹⁵.
- 17.14 Members of the Supervisory Committee shall not in any manner be in a conflict of interest to the student who is being supervised. If a case is proven to be a conflict of interest, the member/members shall be removed from the Supervisory Committee. Details pertaining to the conflict of interest is described in Clause 25 below.
- 17.15 Members of the Supervisory Committee should perform their respective roles in terms of supervision, guidance, monitoring and assessment of the student according to the acceptable convention by the University¹⁶.

¹⁵ Strong justification must be provided for the nomination process

¹⁶ A Handbook for Post Graduate Supervision, 2011, Vijay Kumar, Bujang B.K. Huat. ISBN 978-967-0334-13-4

17.16 Renomination of Supervisory Committee

- 17.16.1 A Supervisory Committee may be renominated by the student or FCA under the following circumstances:
- i. when the Student/Main Supervisor/FCA deems that additional members must be required;
or
 - ii. when the FCA deems that it necessary upon the withdrawal or disqualification of any member of the Supervisory Committee;
or
 - iii. when the Student/Main Supervisor FCA deems that a member of the Supervisory Committee must be replaced.
- 17.16.2 A full-time student can apply for the renomination of the Main Supervisor or any member of the Co-Supervisor/s not later than the third (3rd) semester for Master degree programme and the fifth (5th) semester for Doctoral degree programme.
- 17.16.3 A part-time student can apply for the renomination of the Main Supervisor or any member of the Co-Supervisor/s not later than the fifth (5rd) semester for Master degree programme and the seventh (7th) semester for Doctoral degree programme.
- 17.16.4 Renomination can be made by the Student/Faculty/Centre/Acedemy without refering to Clause 17.13.2 and 17.13.3, of the above on the basis where a member of the Supervisory Committee:
- i. has retired or is about to retire; or
 - ii. is on a long leave of absence (for medical or any other justified reasons); or
 - iii. has resigned from the University; or
 - iv. has become disqualified due to the disiplinary action; or
 - v. has other reasons to withdraw or to be withdrawn from the supervisory committee as deemed acceptable by the University Graduate Studies Committee (UGSC).

17.16.5 If the renomination application is approved within the first three (3) months of the semester, it shall take effect immediately. Otherwise, the new Supervisory Committee line-up shall take effect the following semester.

17.16.6 Student must obtain an official consent document from current supervisor/supervisors prior to submitting the Renomination of Supervisory Committee Form (PPS-05), if the renomination application involve replacing/omitting the above-mentioned supervisor/supervisors. However, in exceptional cases or with strong justification, the consent letter can be exempted with the approval from Dean of CGS.

17.17 Supervisor-student Ratio

17.17.1 The FCA shall determine the number of students who may be supervised by the Main Supervisor based on a number of factors, including the Main Supervisor's teaching load or duties at diploma and/or undergraduate and/or graduate levels, the capacity of his/her department's research laboratory, availability of research grants, and adequacy of research facilities available at the FCA.

17.17.2 The recommended Main Supervisor to student ratio is as follows:

Table 4: Main Supervisor – Student Ratio

No.	Designation	Main Supervisor : Student Ratio
1.	Professor or Grade VK5	1 : 14
2.	Professor or Grade VK6	1 : 12
3.	Professor or Grade VK7	1 : 10
4.	Associate Professor or Grade 53/54	1 : 8
5.	Senior Lecturer or Grade 52/52	1 : 6
6.	Lecturer or Grade 45	1 : 4

18. APPOINTMENT OF THE THESIS EXAMINER

- 18.1 The FCA is responsible to scrutinise and determine the selection of thesis examiners. The FCA, upon receiving the notice of thesis submission and abstract¹⁷, shall submit to CGS;
- i. the Examiner's nomination list.
 - ii. the curriculum vitae of each nominated Examiners.
 - iii. CV Checklist Form (PPS-30).

All documents shall be reviewed by CGS prior endorsement by the UGSC.

- 18.2 An Examiners shall not in any manner to have a conflict of interest with the Student and Supervisor/Supervisors. Details pertaining to the conflict of interest is described in Clause 25 below.
- 18.3 CGS may request FCA to resubmit a new nomination list if there are clear cases of conflict of issue between the Supervisor – Examiner or not meeting the criteria as an Examiner as stipulated in Clause 18.
- 18.4 The Examiner appointed by the Senate must have a minimum academic qualification of no less than the Supervisory Committee. However, priority must be given to candidate that possess a Doctoral degree qualification.
- 18.5 Where the Examiner is without the required qualification as stipulated in Clause 18.4 of the above, there must be sufficient research experience in the field¹² or relevant to the field of the student's research and the appointment must be approved by the Senate.
- 18.6 The Examiner (as stated in Clause 18.4 and 18.5 of the above) must possess the general criteria as follows;
- i. have at least five (5) years of research or clinical experience in the same field as the student's research and submitted abstract¹⁸;

¹⁷ Student thesis's abstract shall comprise of thesis title, summary of the whole thesis and research keywords

¹⁸ Abstract of the thesis under evaluation

- ii. a recognised expert/ professional/ expert clinician in the field related to the research work of the student under evaluation.
- iii. possess specialization that is relevant to the submitted abstract (PPS-06).
- iv. has supervised candidates at relevant level.
- v. must be engaged in research and have produced credible publications or equivalent works.
- vi. Examiners from the industry can be exempted from requirements in (iv) and (v).

18.7 Specific requirements for Master and Doctoral Degree Thesis Examiner

18.7.1 One (1) External Examiner and one (1) Internal Examiner shall be appointed to examine the student's thesis and Viva Voce. The External Examiner shall be an independent examiner who must not be a member of the University. The External Examiner and Internal Examiner must also not be former supervisor/co-supervisor for the student.

18.7.2 The External Examiner must possess the following requirements:

- i. has produced at least a graduate (research mode) as Main supervisor in the same field of specialisation and study programme of the student under evaluation¹⁹.
- ii. must be engaged in research/clinical works and has produced credible publications or equivalent works relevant to the submitted thesis²⁰.
- iii. has published or proof of acceptance for at least three (3) scholarly journal articles in the same field or relevant to the field of the submitted abstract, as main author or corresponding author within the recent four (4) years period²¹. The publications shall not have any conflict of interest with the Supervisory Committee and/or student under evaluation.

19 Note: Priority shall be given to an examiner who has produced many graduates.

20 Note: Priority shall be given to an examiner with an extensive research experience as Principle Investigator.

21 Note: i. Priority shall be given to an examiner which has produced numerous publications in JCR Q1/Q2 rated journals.

ii. Publications must be in indexed journals (minimum SCOPUS/WOS26/ERA).

iii. Publications in predatory/KPT blacklisted journal), conference proceedings and proceedings to journal is not accepted.

- 18.7.3 More than one (1) External Examiners may be appointed by the Senate if the submitted thesis comprises a multidisciplinary dissertation or conspectus by the Faculty/Academy/Centre/CGS.
- 18.7.4 For the case mentioned in Clause 18.6 and Clause 18.7.3 of the above, priority shall be given to an examiner from an academic institution. However, an examiner from the non-academic sector or industry can be also appointed to the Thesis Examination Committee but only as a second External Examiner. The External Examiner (Industry) can be exempted from requirements in Clause 18.7.2 of the above but must meet the requirement in Clause 18.4, 18.5 and 18.6 of the above.
- 18.8 An Internal Examiner shall be appointed amongst the qualified academic staff with expertise in the field or related to the submitted abstract.
- 18.9 The internal examiner shall not have any conflict of interest with the student or the Supervisory Committee members (to ensure impartiality and independent judgement).
- 18.10 However, in certain circumstances, items in Clause 18.9 of the above can be ignored in the Internal Examiner selection if deemed necessary or unavoidable by the FCA. The items that can be ignored are as mentioned below:
- i. issues pertaining to the conflict of interest (co-researcher, co-authorship and working relationship) with the Supervisory Committee; and/or
 - ii. the research experience and recognition status as stated in Clause 18.6 of the above.
- 18.11 However, for Clause 18.10 (i) of the above is not applicable if there any genuine involvement between the Internal Examiner and the student under evaluation.
- 18.12 The FCA shall nominate at least three (3) External examiners and at least two (2) Internal Examiners for Senate approval. The nomination shall be listed based on priority ranking.

- 18.13 CGS has the right to omit and/or replace any examiner/examiners in the nomination list (as stated in Clause 18.12 of the above) prior to the UGSC meeting if it does not comply with any of the requirements stated in Clause 18.
- 18.14 The UGSC will endorse the top-ranking External Examiner/s and Internal Examiner from the nomination list and will be table for Senate approval.
- 18.15 The rest of the names in the nomination list shall be automatically appointed as standby candidate/s if the appointed examiner/s reject or is unable to perform its responsibility satisfactory prior to the Viva Voce. The FCA shall recommend (according to the given ranking) an examiner from the standby candidate's list to be appointed by CGS.
- 18.16 In any extreme case, where there is no suitable Internal Examiner available (e.g. no candidate with specialisation in the field or in related to the field of the submitted thesis and/or other justified matters), the FCA/CGS shall nominate an External Examiner from the FCA's examiner nomination list or other qualified candidate/candidates, as substitute, for Senate approval.
- 18.17 An External Examiner shall not be appointed from those who have previously been appointed as Visiting Professor or former academic staff within five (5) years of the end of their term of appointment/employment at the University.
- 18.18 To ensure unbiased assessment and quality, an External Examiner must not be appointed more than two (2) times for the same Main Supervisor per year.

19. THESIS EXAMINATION

- 19.1 Thesis Submission Notice for Viva Voce / Examination
- 19.1.1 The thesis submission notice for Viva Voce / Examination must be made during the period of study²². The student is not allowed to submit his/her thesis for examination without obtaining the notice approval letter from CGS.

²² Student must be registered as an active student

- 19.1.2 The Notice of Thesis Submission (PPS-06) and required documentations must be submitting to CGS at least three (3) months prior to the estimated/actual soft-bound thesis submission date.
- 19.1.3 Students must submit all required documents within the stipulated deadline in the notice approval letter. Failing to comply, the notice approval letter will be deemed expired. Students must resubmit a new application for the notice submission process.
- 19.1.4 Students can apply for an extension of one (1) month after the deadline of the notice approval letter. The extension application must be submitted to the Dean of CGS two (2) weeks before the deadline expires. If the application is rejected by CGS, the student must re-submit a new Notice of Thesis Submission (PPS-06) to CGS.
- 19.1.5 The student who is seeking to graduate within a shorter period from conventional duration (FastTrack Route) in Table 3 shall be reminded to prepare and provide the necessary evidence/documents when required in Clause 19.2.3 below.
- 19.2 Thesis Submission for Viva Voce Examination (PPS-07A)
 - 19.2.1 Student must ensure that all fees have been paid prior to submitting thesis for Viva-Voce examination.
 - 19.2.2 Student (Conventional Route) must provide proof of the article's acceptance for publication or cover page of the published article/articles as mentioned in Clause 20.2 below. The publication must be related to the submitted thesis.
 - 19.2.3 Students (FastTrack Route) who intend to graduate in a shorter period from the conventional study duration must provide proof of the article's acceptance for publication or cover page of the published article/articles as mentioned in Clause 20.3 below.

- 19.2.4 The thesis shall be written either in English or Bahasa Melayu.
- 19.2.5 The thesis must be prepared in accordance to the latest version of the 'UPNM: Guide to the Thesis Writing'. CGS will reject any thesis that has not been written following the prescribed format as in the UPNM Thesis Guide.
- 19.2.6 Student must submit to CGS the plagiarism checker report²³ which the Main Supervisor has endorsed. This submission must be made prior to submitting the required soft-bound thesis copy for examination. CGS will review the report and may reject the thesis submission if found it does not conform to the above-mentioned requirement.
- 19.2.7 Failure to comply with items stipulated in Clause 19, CGS has the right to:
 - i. Reject the thesis submission application form and documentation and/or
 - ii. Suspend the viva voce examination process.

19.3 Thesis Examination Committee

- 19.3.1 Members of the Thesis Examination Committee shall be appointed by the Senate based on the endorsement from UGSC. The Committee shall comprise of a Chairperson, the external examiner/examiners, and an internal examiner.
- 19.3.2 The Chairperson of the Thesis Examination Committee shall be nominated from amongst the respected academic members of the FCA where the students are placed. The Chairperson must have the academic qualification and job grade no less than the most senior ranking examiner in the Thesis Examination committee.
- 19.3.3 However, if there is no suitable candidate available from FCA as stated in Clause 19.3.2 of the above, UGSC shall select and endorse another qualified academic member at the University to be the Chairperson.

²³ Turnitin report must have Similarity Index of less than 20%

- 19.3.4 The Chairperson shall not in any manner be of a conflict of interest to the student and supervisor/supervisors. Details pertaining to conflict of interest is described in Clause 25 below.
- 19.3.5 In certain circumstances, there are items that can be ignored in the Chairperson selection if it is deemed justified or necessary or unavoidable by the FCA/UGSC. These items are only pertaining to the working relationship, as co-researcher, co-authorship with the Supervisor/s.
- 19.3.6 The Chairperson main role is to moderate the viva voce examination session and submit a report of the final examination verdict to the CGS. Chairperson also must verify that the thesis correction process is in order and the submitted documents fulfil the requirements as stated Final Examination Report (PPS-09) and Examiner/s Report.
- 19.3.7 The appointed examiners main role is to consider whether the information, arguments and results of the student's research work as presented in the thesis and as defended in the viva voce examination (if appropriate) meet the academic standards relevant to the degree level. The examiner/s also must assess and attest that the thesis correction has fulfil the requirements as stated in the Final Examination Report (PPS-09) and Examiner/s Report.

19.4 Viva Voce and Thesis Examination

- 19.4.1 Upon receiving the thesis document from CGS, each examiner shall be given a deadline of forty-five (45) days to examine the submitted thesis. The examiner's report must be submitted to CGS according to the given format/template.
- 19.4.2 The examiner's report is confidential and only privy to authorised CGS personnel and Dean of CGS.

- 19.4.3 Members of the Supervisory Committee and students are prohibited to communicate indirect/direct with the Thesis Examination Committee and the authorised CGS personnel in charge of thesis administration. However, this action may be allowed under certain necessary condition but must be with the approval of the Dean of CGS. Disciplinary action will be imposed to supervisor/student/personnel who is found to flout this ruling.
- 19.4.4 The viva voce examination shall be convened at an appropriate date when all the examiners' reports have been received by CGS.
- 19.4.5 The viva voce examination shall be held with the attendance of the Thesis Examination Chairperson, an internal examiner and a minimum of one (1) external examiner. In the case of where one (1) of the external examiner²⁴ is absent (with justification), the Chairperson or internal examiner shall examine the student based on the findings (official examiner's report and/or marked thesis copy) of the absent examiner.
- 19.4.6 In certain condition where the internal or external examiner unable to perform its responsibility to assess and submit the Examiner' Report due to:
- i. No longer holding a full-time employment after the thesis examination report submission deadline.
 - ii. Medical reasons
 - iii. Other reason deemed acceptable by the FCA/CGS
- the Dean of CGS can appoint²⁵ a new examiner from the standby list of examiners approved by the Senate prior to the Viva Voce Examination session.
- 19.4.7 A student is considered to have passed the viva voce examination if the student has successfully defended his/her thesis and has fulfilled all the requirements of his/her degree.

24 refer to Clause 18.7.3

25 refer to Clause 18.15

- 19.4.8 The degree shall be awarded based on the submitted Chairperson's official viva voce examination report which comprised the outcomes from the Viva Voce session and remarks from the examiners' report.
- 19.4.9 The Chairperson shall submit the Final Examination Report (PPS-09) to CGS not later than two (2) weeks from the Viva Voce session.
- 19.4.10 The acceptance of the thesis shall be categorised as follows:
- i. Accepted without correction.
A thesis is accepted without any amendments and corrections. A student whose thesis is accepted without any amendments and corrections is given a maximum duration of three (3) months after receiving the Chairman's Final Examination Report to submit a hard bound copy of the corrected version to the CGS and other required documentations as required in Final Thesis Submission form (PPS-08) for endorsement by the Senate.
 - ii. Accepted with Minor Corrections.
A thesis is accepted with minor corrections including reformatting of chapters, revision of literature, improvement in the 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 or proof-reading process or minor research data or writing amendment.

A student whose thesis is accepted with Minor Corrections is given a maximum duration of six (6) months after receiving the Chairman's Final Examination Report to submit a hardbound copy of the corrected version and other required documentations as required in Final Thesis Submission form (PPS-08) to the CGS for endorsement by the Senate.

iii. 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 reanalysis of research data, removal of research chapter(s), redo the discussion of presented results, and improvement in spelling, grammar and syntax.

A student whose thesis is accepted with Major Corrections is given a maximum duration of nine (9) months after receiving the Chairman's Final Examination Report to submit a hardbound copy of the corrected version and other required documentations as required in Final Thesis Submission form (PPS-08) to the CGS for endorsement by the Senate

iv. Resubmission of Thesis

The thesis is to be resubmitted if it does not meet the scope of the degree for which it is intended for, 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 twelve (12) months after receiving the Chairman's Final Examination Report to submit a softbound copy of the corrected version to the CGS for re-examination by the same Thesis Examination Committee.

The conditions for this verdict are as follows:

- a. The student must continue to be a registered student and shall be charged the normal study fee for the following semester;
- b. The student must comply with the procedures as determined from time to time by the University;
- c. The student must undergo a new viva voce examination;

- d. Only one resubmission is permitted; and
 - e. Failure to submit within the specified time shall result in the termination of study.
- v. Rejection of Thesis or Fail (the degree will not be awarded)
- A student would be considered to have failed the examination if the student's thesis fails to meet the requirements of Doctor of Philosophy or Master degree academic level or is found to have been plagiarised or committed to an academic fraud.

19.5 Appeal to review the Thesis Examination results

- 19.5.1 A student can appeal against the Thesis Examination result of his/her thesis/dissertation using Application Form for Review of Thesis Examination Results (PPS-31).
- 19.5.2 An appeal against the thesis assessment result shall only be made if the student is not satisfied with the result.
- 19.5.3 The candidate must provide a point to point rebuttal based on the Thesis Examiners' report and the Chairman's report.
- 19.5.4 The application for an appeal must be submitted in writing to the Dean of CGS through the student's supervisor with the acknowledgement and endorsement from the FCA.
- 19.5.5 An appeal against the thesis assessment result shall be considered based on the following basis:
 - i. a reasonable condition that disrupts the student's achievement in which is unknown to the examiner during the evaluation.
 - ii. evidence indicating conflicts in thesis assessment procedure, e.g. mistakes in the thesis examination process or writing the examination report. This may cause concern and doubt that the result would be different if the mistakes do not occur.
 - iii. evidence indicating unfairness or inaccurate

assessment from one or more examiners.

- 19.5.6 A student is not allowed to contest against the declaration made by the Panel of Examiners related to academic values.
- 19.5.7 Complaints on inefficient supervision or administration before the thesis submission to the CGS cannot be accepted as the ground of appeal.
- 19.5.8 A student can only submit an appeal once (1).
- 19.5.9 The application must be made within four (4) weeks from the release date of the official results. Any appeal received after the period will not be entertained.
- 19.5.10 The Dean of CGS, upon receiving of the appeal must establish a Thesis Examination Review Committee. The Committee shall comprise of:
 - i. Professor as Chairperson;
 - ii. two (2) Professors or Associate Professors in the field or related field to the submitted thesis;
 - iii. two (2) other members who are Professors or Associate Professors in the relevant field to the study programme; and
 - iv. the Assistant Registrar at the Faculty/Centre/Academy as the Secretariat.
- 19.5.11 The Thesis Examination Review Committee member must have the experience of supervising and examining the degree of research and have no prior involvement in this case. "Prior involvement" is defined as has supervised, advised, guided students or discussed students' research with the supervisor concerned with the student project.
- 19.5.12 The Thesis Examination Review Committee will consider the following written statements as deemed relevant:
 - i. the student's written statement and rebuttal
 - ii. the report issued by FCA
 - iii. the viva report (including the Chairman Report

Form).

- iv. the student's thesis.
- v. any related supporting documents (if necessary).

- 19.5.13 The student can be called upon by the Thesis Examination Review Committee (if necessary) to explain his/her appeal.
- 19.5.14 The Thesis Examination Review Committee may invite the Chairperson of the Thesis Examination Committee or examiners to be present to obtain background information on the student's thesis examination result.
- 19.5.15 The Thesis Examination Review Committee will review the authenticity of the student's appeal. The deliberation from all committee members will determine the fairness of the result.
- 19.5.16 Proceedings from the Thesis Examination Review Committee are confidential and restricted only to the Thesis Examination Review Committee, CGS, UGSC and Senate. The student is not allowed to access the report from the Thesis Examination Review Committee.
- 19.5.17 The Thesis Examination Review Committee may submit one of the following proposals:
- i. the appeal should be rejected;
 - ii. the Senate invites the previous examiners to reconsider their decision following the rules and procedures approved if the committee finds strong evidence that supports the appeal;
 - iii. the Senate appoints a new examiner/s if the committee finds strong evidence that supports the appeal and/or as a second opinion measure.
- 19.5.18 The Thesis Examination Review Committee does not have the power to recommend the verdict by the examiner to be set aside.
- 19.5.19 The decision of the Thesis Examination Review

Committee shall be submitted to the Dean of CGS for consideration, and the decision is subject to endorsement by the UGSC and approval from the Senate.

- 19.5.20 The decision approved by the Senate is final, and no further appeal against the decision will be considered

19.6 Final Corrected Thesis Submission

- 19.6.1 Students shall submit the PPS-08 form and the required four (4) hardbound copies (CGS, Library, FCA and Main Supervisor) of the amended version to the CGS for endorsement by the Senate within the given deadline by CGS. However, student is recommended to submit additional copies for own consumption and/or Supervisory Committee.
- 19.6.2 Students must provide the full version of the article/articles (accepted for publication) or the published article/articles to the CGS prior to Senate approval. Students must fulfil the publication requirements as stipulated in Clause 20 below.
- 19.6.3 Students (Fastrack Route) who intent to graduate in a shorter period from the conventional study duration must provide tangible evident/s of outstanding achievement. The outstanding achievement shall be defined as:
- i. Fulfil the publication requirement for graduation purposes as stated in Clause 20.3 below.
 - ii. Obtaining the average score of 80% from the colloquium assessment/assessments.
 - iii. Endorsement from the FCA
- 19.6.4 If student mentioned in Clause 19.6.3 of the above fail to comply, CGS has the right to suspend the Senate approval for study completion process.
- 19.6.5 The suspension period is valid until the end of the conventional period for the study programme.
- 19.6.6 A student may apply in writing to the CGS for an

extension of the submission deadline of the PPS-08 and its relevant documents. The application must be made with endorsement from the Supervisory Committee. At his/her discretion, the Dean of CGS may extend the date for final submission of a thesis for a maximum of sixty (60) days. The extension request must be made to the Dean of CGS two (2) weeks before the expiry of the deadline.

- 19.6.7 The Chairperson of the Thesis Examination Committee shall be responsible in ensuring that all required amendments and corrections have been made in the thesis.
- 19.6.8 The external and/or internal examiner shall be responsible to assess, verify and affirm that all corrections have been made based on the report of the examination.
- 19.6.9 In the case where the Chairperson or Examiner is not capable to perform his/her responsibility as a Thesis Examination Committee after the Viva Voce session due to similar reason as stipulated in Clause 19.4.6 of the above, the FCA shall recommend a new Chairperson and/or Examiner for Dean of CGS approval.

The new Chairperson and/or Examiner shall perform the role as stated in Clause 19.3.6 and Clause 19.3.7 of the above for the thesis correction process according to the latest available report/reports.

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

20. AWARD OF DEGREE

- 20.1 Upon the fulfilment of the Final Thesis Submission form (PPS-08), the Senate shall approve the conferment of a Master degree or Doctoral degree to a student upon the endorsement by the UGSC and all debts or dues owed to the University have been settled.

20.2 A student (Conventional Route) must fulfil the minimum publication requirement as stated below:

- i. A Master student is required to publish at least (1) scholarly article related to the submitted thesis in an indexed journal (minimum SCOPUS/WOS26/ERA/MyCITE) or ZULFAQAR journal as the main author.
- ii. A Doctoral student is required to publish at least one (1) scholarly article related to the submitted thesis in an indexed journal (minimum SCOPUS/WOS26/ERA/MyCITE) or ZULFAQAR journal, as main author

and

one (1) scholarly article in an indexed journal (minimum SCOPUS/WOS26/ERA), as the main author.

20.3 A student (Fastrack Route) is required to fulfil the minimum publication requirement as stated below:

- i. A Master student is required to publish at least (2) scholarly articles related to the submitted thesis in an indexed journal (minimum SCOPUS/WOS²⁶/ERA), both as the main author or

at least one (1) scholarly article related to the submitted thesis in JCR (Q1/Q2), as main author.

- ii. A Doctoral student is required to publish at least three (3) scholarly articles related to the submitted thesis in indexed journals (minimum SCOPUS/WOS²⁶/ERA), all as the main author

or

at least one (1) scholarly article related to the submitted thesis in JCR (Q1/Q2) and one (1) scholarly article related to the submitted thesis in indexed journals (minimum SCOPUS/WOS²⁶/ERA), both as the main author.

²⁶ Only journals listed in Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCIE) and Arts & Humanities Citation Index (AHCI) will be accepted in fulfilment of the graduation requirement.

- 20.4 A summary of the requirements stated in Clause 20.2 and 20.3 of the above is depicted in Table 5.

Table 5: Summary of Publication Requirements as Main Author

Programme	Conventional Route	Fastrack Route A	Fastrack Route B
Master	Min. one (1) article in SCOPUS/ WOS ²⁶ /ERA/ MyCITE indexed journal or ZULFAQAR journal	Min. two (2) article in SCOPUS/ WOS ²⁶ /ERA indexed journal	Min. one (1) Q1/Q2 article in JCR
Doctoral	Min. one (1) article in SCOPUS/ WOS ²⁶ /ERA/ MyCITE indexed journal or ZULFAQAR journal and Min. one (1) article in SCOPUS/ WOS ²⁶ /ERA indexed journal	Min. three (3) in SCOPUS/ WOS ²⁶ / ERA indexed journal	Min. one (1) Q1/Q2 article in JCR and Min. one (1) article in SCOPUS/ WOS ²⁶ /ERA indexed journal

- 20.5 Article published in the publication of conference proceedings to journal and/or predatory journal and/or KPT blacklisted journal and/or in the form of review article (LR)²⁷ of the study is not accepted as clause compliance.
- 20.6 Research book chapter published by publishers listed in WOS²⁶/ MAPIM/reputable book publishing organization recognized by Penerbit UPM can be considered as being equivalent to one (1) journal article. The research book chapter must be related to the submitted thesis.

27 excluding SLR

- 20.7 CGS highly recommends that the student to formalise a documented consensus with the Members of Supervisory Committee and/or article collaborators regarding the authorship order and role prior to submitting for publication²⁸. Any dispute regarding this matter will be brought to the UPNM Academic Ethics Committee for further resolution. If no such document is provided, the authorship status will be based on the published article's authorship order.
- 20.8 In the event where two or more students co-authored an article, only one student can use this article to fulfil his/her graduation requirement, which is the first student author in the authorship order.
- 20.9 Publications accepted must be published with UPNM affiliation and with the supervisor/supervisors who had contributed and consented in the manuscript preparation.
- 20.10 Apart from the academic requirements, the student must fulfil the following requirements:
- i. Currently a registered and an active student (not withdrawn, defaulted, deferred or terminated);
 - ii. Free from any pending disciplinary action.
 - iii. Completed the requirement for RM, PD and Colloquium.
- 20.11 CGS has the right to suspend the student's completion of study and graduation process for Senate Approval if student fail to comply with;
- i. Clause 6.4 (Research Methodology Course)
 - ii. Clause 7 (Proposal Defence),
 - iii. Clause 8 (Fees),
 - iv. Clause 12 (Colloquium),
 - v. Clause 20.2 and 20.3 (Publication).

21. DOCTORAL DEGREE BY RETROSPECTIVE OR PRIOR PUBLICATION

- 21.1 Under this programme, the candidate's publications and other equivalent works prior to registration are included as the thesis submission for the Doctoral degree award.

²⁸ Source: A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science Student Council, 2006

- 21.2 Admission requirements to the doctoral programme are as follows:
- i. Applicant must possess a Master degree (with accreditation) in the related field¹² to the programme from UPNM or any recognised university by the Senate;
or
 - ii. Other qualifications that are recognised by the Senate and/or Malaysian Qualification Agency as equivalent to a Master degree;
and
 - iii. The applicant who is recognised by the Senate as having previously published between of four (4) and six (6) scholarly journal articles in (minimum SCOPUS/WOS²⁶ indexed) related to the field of the programme.
The applicant must provide an executive summary of the above publications and a list of scholarly published work to demonstrate the applicant's contribution to knowledge in the field.
and
 - iv. Possess a minimum of three (3) years working experience related to the field of the published articles;
and
 - v. Applicants should not have doctorate qualification in the research field concerned or related to the field¹² of the applied programme from the University or any other universities.
- 21.3 The FCA shall appoint a Selection Committee to review the formal application for Doctoral Degree by Retrospective or Prior Publication and recommend to the Senate on the admission of the applicant. The Selection Committee shall comprise of the following members:
- i. Dean – Chairperson;
 - ii. Deputy Dean (Postgraduate);
 - iii. Head of Department of the in the field¹² or relevant to field of the programme;
 - iv. A senior academic staff in the same field¹²; and
 - v. A representative of the Senate with a doctoral degree qualification.
- 21.4 The applicant must attend the Selection Committee Interview Session for an internal rigorous assessment process.

- 21.5 The programme is only valid for full-time tenure where the minimum duration of study is 6 months and must not exceed 2 years.
- 21.6 The student may be exempted from the requirement for proposal defence and colloquium.
- 21.7 A supervisor shall be appointed based on the criteria as stipulated in Clause 17 of the above in order to:
 - i. Guide the student in choosing or organising the published work for submission.
 - ii. Guide the student in preparing a thesis or conspectus consistent with the area of specialisation or expertise and the doctoral outcomes.
- 21.8 The student is required to comply with the registration, fees, deferment, withdrawal and termination regulations as stipulated in Clause 5, 8, 14, 15 and 23.
- 21.9 The student must adhere to the Thesis Examination procedures as stipulated in Clause 19 of the above. The thesis/commentary/ conspectus report requirements are as follows:
 - i. Published works must encompass scholarly articles in JCR based (Q1) journals and/or monographs and/or books, research-based chapters in books, electronic publications and/or creative works and/or artefacts in the field which have not been used to obtain other awards or deemed a part of those awards. Published works other than in WOS²⁶, must show evidence that it has been reviewed by distinguished personnel or expert in the field¹² or related to the field¹².
 - ii. The articles must be published or produced within a period not exceeding 10 years from the date of submission.
 - iii. Publications that have been submitted for other degree conferment purposes are not accepted.
 - iv. Article published in predatory journal and/or KPT blacklisted journal and/or in the form of review article (LR) of the study is not accepted as clause compliance.
 - v. The publication and production accepted must be published with UPM affiliation
 - vi. The candidate must be the principal/main author or creator for at least three (3) of the submitted published works.

21.10 The thesis/conspectus must contain:

- i. A list of all scholarly published or equivalent works.
- ii. Acknowledgement of co-authors and verification of originality. Each published work or production must begin with a clear statement about the contribution made by each author in any jointly published work or production.
- iii. A summary of the major findings/outcomes/value of each of the published work or production. It should explain how the work/production is integrated into one coherent intellectual framework, and how, when taken together, it demonstrates advanced knowledge and skills including new contributions in the relevant field or practice.
- iv. The thesis must be preceded by an abstract of the major findings of each of the published work. It should explain how the work is integrated into one coherent intellectual framework and how, when taken together, would contribute to knowledge in the field concerned.
- v. An introductory chapter, literature review, research methodology (where applicable), discussion and conclusion which explains the significance of the contributions.
- vi. The Introduction Chapter should contain: (a) a description of the research issues investigated; (b) the objectives of the study; and (c) a discussion of the advancement in research linked to the published works concerned. The discussion of the advancement in research is so there is continuity in the published works concerned and so the logic of the advancement in research can be understood.
- vii. The Literature Review chapter should be in a format consistent with the discipline concerned and must contain a critical review of relevant literature, must identify knowledge gaps as well as link the literature with the research program
- viii. The Conclusion chapter should illustrate the cumulative effects of the papers, their significant findings and their contribution to knowledge.
- ix. The student must provide a clear description or statement about the contribution made by each co-author in any joint published work.
- x. Further details regarding the thesis format are available in the UPNM Thesis Guide (Alternative Thesis Format).

- 21.11 The student must adhere to the Thesis Examination procedures as stipulated in Clause 19 of the above. However, the student must ensure all articles has been accepted for publication or published when submitting the Thesis Submission for Viva Voce Examination Form (PPS-07A) to CGS.
- 21.12 Upon the fulfilment of the Final Thesis Submission form (PPS-08), the Senate shall endorse the conferment of a Doctor of Philosophy degree (Retrospective or Prior Publication) to a student upon recommendation by the UGSC and all debts or dues owed to the University have been settled.

22. DOCTORAL DEGREE BY CONCURRENT OR PROSPECTIVE PUBLICATION

- 22.1 Under this programme, candidate submits an alternative thesis/conspectus which incorporates publications that may have multiple authors since registration. Such submission follows the alternative thesis format as stipulated in the UPNM Guide to Thesis Writing.
- 22.2 Admission requirements to the doctoral programme is as per stipulated in Clause 2 of the above.
- 22.3 The student is examined on these materials and the conspectus, sometimes supported by a curriculum vitae. The final assessment takes the same form as outlined above for other doctoral degrees, namely assessment of the thesis and/or portfolio and an oral examination (viva voce).
- i. Attribution statement – showing the role of candidate and other authors appropriately confirmed by the co-authors.
 - ii. The publications are an integrated and integral part of the thesis/conspectus, with the candidate playing a major scholarly role.
 - iii. The thesis (with the publications or equivalent works) must meet the criteria and outcomes established for a doctoral award and assessed through a viva voce.
- 22.4 The student is required to comply the registration, fees, deferment, withdrawal, and termination regulations as per stipulated in Clause 5, 8, 14, 15 and 23.

- 22.5 The student must adhere to the Thesis Examination procedures as stipulated in Clause 19 of the above. The thesis/commentary/conspectus report requirements are as follows:
- i. Published works must encompass of at least four (4) scholarly articles in JCR in-cite journals (minimum Q4) journals or monographs and/or books, research-based chapters in books, electronic publications and/or creative works and/or artefacts in the field which have not been used to obtain other awards or deemed a part of those awards. Published works other than in JCR, must show evidence that it has been reviewed by distinguished personnel or expert in the field or related to the field.
 - ii. The indexed articles must publish or produced within the period of the student candidacy in the programme.
 - iii. Publications which have been submitted for other degree conferment purposes are not accepted.
 - iv. The publication and production accepted must be published with UPNM affiliation.
 - v. The candidate must be the first or main author with the contributions of others clearly defined.
- 22.6 The thesis/conspectus must contain:
- i. A list of all scholarly published or equivalent works.
 - ii. Acknowledgement of co-authors and verification of originality. Each published work or production must begin with a clear statement about the contribution made by each author in any jointly published work or production.
 - iii. A summary of the major findings/outcomes/value of each of the published work or production. It should explain how the work/production is integrated into one coherent intellectual framework, and how, when taken together, it demonstrates advanced knowledge and skills including new contributions in the relevant field or practice.
 - iv. The thesis must be preceded by an abstract of the major findings of each of the published work. It should explain how the work is integrated into one coherent intellectual framework and how, when taken together, would contribute to knowledge in the field concerned.
 - v. An introductory chapter, literature review, research methodology (where applicable), discussion and conclusion which explains the significance of the contributions.

- vi. The Introduction Chapter should contain: (a) a description of the research issues investigated; (b) the objectives of the study; and (c) a discussion of the advancement in research linked to the published works concerned. The discussion of the advancement in research is so there is continuity in the published works concerned, and so the logic of the advancement in research can be understood.
 - vii. The Literature Review chapter should be in a format consistent with the discipline concerned and must contain a critical review of relevant literature, must identify knowledge gaps as well as link the literature with the research programme.
 - viii. The Conclusion chapter should illustrate the cumulative effects of the papers; their significant findings and their contribution to knowledge.
- 22.7 Upon the fulfilment of the Final Thesis Submission form (PPS-08), the Senate shall endorse the conferment of a Doctor of Philosophy degree to a student upon recommendation by the UGSC, and all debts or dues owed to the University have been settled.

23. TERMINATION OF STUDY

- 23.1 Senate has the right to terminate a student who provided false information during his/her application and registration process to the University.
- 23.2 A student may be terminated at any given time by the University in the event the student:
- i. Failure 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. Unsatisfactory progress report results for two (2) consecutive semesters.
 - iv. Failed in his/her thesis examination.
 - v. Fail to pay the fees or other payment within the period stipulated by the University.
 - vi. Has been found guilty of committing academic offences by the University Student Disciplinary Committee.
 - vii. Has been found guilty of committing criminal offences by the other Authority other than the University.
 - viii. Failure to submit the Final Thesis Submission Form (PPS-08) and related documents within the given time frame.

- 23.3 An international student is required to cancel their existing student pass (including dependants, if any) in the event the student is terminated from study by the Senate. Students are required to apply for the Checkout Memo (COM) within two (2) weeks from termination approval by submitting their passport, outbound flight tickets and other related documents. If a student failed to report to CGS by the end of the second week, CGS reserves the right to proceed with a forced cancellation by lodging a police report and submitting the cancellation to EMGS/Immigration.
- 23.4 Students who have been terminated from the programme by the Senate may appeal for reinstatement. The student can submit an official appeal to the Dean of CGS within thirty (30) days from the date of the termination letter.
- 23.5 The reinstatement shall be approved by the Dean of CGS on the condition that there is no outstanding fee or no other unsettled issues with the Faculty/Academic/Centre and University (completion of CGS forms, summons, possession of university assets or inventory, etc). Once reinstated, the duration of the student will continue thereon.

24. **PLAGIARISM / ACADEMIC FRAUD / DISCIPLINARY ACT**

- 24.1 Students are responsible for writing their thesis, proposal, research articles 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.
- 24.2 Students are reminded that the University is strongly against plagiarism/academic fraud.
- 24.3 The student who reported committing plagiarism/academic fraud/disciplinary act will be referred to the University Students Disciplinary Committee. If the student is found guilty of committing plagiarism/academic fraud/disciplinary act, the punishment will be imposed according to the Universiti Pertahanan Nasional Malaysia (Discipline of Students) Rules 2009.

- 24.4 Turnitin similarity index shall be less than 20 percent (%) of the overall thesis/dissertation/research project report and must be verified by the Main Supervisor.

25. CONFLICT OF INTEREST

- 25.1 In the event of a conflict of interest involving any academic staff and the student in the Graduate Studies programme, the academic staff must withdraw his/her involvement related to the student study programme/work.
- 25.2 Potential and/or real conflict of interest can be defined as:
- i. A family relationship; or
 - ii. A business/commercial/financial relationship; or
 - iii. A working and/or employer-employee relationship which may give rise to conflict of interest in the workplace
 - iv. A personal, social and legal relationship
 - v. Co-authored in any published work.
 - vi. Currently engaged as Co-researchers or joint venture project/work.
 - vii. Any situations that may compromise the professional and unbiased work between the Thesis Examination Committee with the Supervisors (Main and Co-supervisor) and/or Student can also define as conflict of interest²⁹
- 25.3 Further explanation on conflict can also be referred to MQA Advisory Note No. 3/2017 and Advisory Note No. 4/2016