

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**UNIVERSITY OF MALAYA CONSTITUTION 2010**

**UNIVERSITY OF MALAYA  
(MASTER'S DEGREE) REGULATIONS 2019**

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**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**UNIVERSITY OF MALAYA CONSTITUTION 2010**

**UNIVERSITY OF MALAYA  
(MASTER'S DEGREE) REGULATIONS 2019**

In the exercise of the powers conferred by Rule 23 of the University of Malaya (Master's Degree) Rules 2019, the University of Malaya Senate makes the following regulations:

**PART I  
PRELIMINARY**

**1. Name, Commencement and Application**

- (1) These Regulations may be cited as the University of Malaya (Master's Degree) Regulations 2019 and come into force from Academic Session 2019/2020.
- (2) These Regulations shall apply to all candidates of the Master's Degree programme of study admitted prior to and in the 2019/2020 Academic Session and thereafter.
- (3) Notwithstanding that provided in subregulation (2) above,
  - (a) candidates admitted prior to and in Admission Session 2018/2019 at the Faculty of Dentistry will be subject to the examination assessment regulations for the programme of study by Clinical Coursework as determined in the University of Malaya (Master's Degree) Regulations 2014.
  - (b) These Regulations shall apply to all full-time candidates and part-time candidates of the Master's Degree programme from the 2021/2022 Admission Session and thereafter unless specifically stated.
- (4) Notwithstanding anything stated under the University of Malaya (Master's Degree) Regulations, method of implementation of Master's Degree that will be used by the University shall be read together with the policy, guideline, procedure and/or other requirements by the University from time to time.  
(Senate approval 22.07.2021)

**PART II  
APPLICATION FOR ADMISSION**

**2. Advertisement and Admission**

- (1) The University's Degree programme of study shall be advertised from time to time.
- (2) Admission into any Degree programme of study shall be made in accordance with the prescribed procedures.

- (3) If the University determines the closing date for the application for admission, the application for admission shall be received on or before the closing date determined.

### 3. Admission Requirements

An applicant who wishes to pursue a degree programme of study shall meet the minimum requirements and qualifications of the University of Malaya Master's programme as set out in Schedule 1.

## **PART III** **REGISTRATION**

### 4. Initial Registration

- (1) A candidate of a Master's programme of study by Research may register initially for the said programme of study at any time latest by fourteenth lecture week in the semester applied and the full fees will be imposed for the semester in which registration is done. The candidate is required to register in the following semester if the offer is accepted after fourteenth lecture week in a semester.
- (2) A candidate of a Degree programme of study by Mixed Mode, Coursework and Clinical shall initially register for his programme of study ~~not later than two (2) weeks from before the date of~~ commencement of the semester in which the candidate has been offered admission into the said programme of study.  
(Senate approval 22.07.2021)
- (3) In certain circumstances, the Dean of the Faculty may allow a candidate to defer his initial registration to the following semester. The maximum duration of deferment of the initial registration allowed is one (1) semester from the expiry of the original letter of offer. An additional extension of one (1) semester may be given subject to the condition that the candidate applies and obtains the approval from the Dean of the Faculty.
- (4) ~~Notwithstanding anything stated in subregulations 4(3) above, in certain circumstances, the Deputy Vice Chancellor concerned may consider an additional extension duration after the expiry of the second offer letter by the Dean of the Faculty.~~  
(Senate approval 22.07.2021)
- (5) If a candidate does not register within the stipulated period or any approved period of deferment, the offer of admission for the programme of study shall lapse automatically.
- (6) A candidate who is allowed to defer the initial registration shall not be considered as a registered candidate and is not entitled to use any of the University's facilities.

### 5. Course Registration

- (1) A candidate for a programme of study by Mixed Mode, Coursework and Clinical is required to attend the said programme based on the structure of the programme of study as determined by the Faculty and approved by the Senate. Registration of course(s) other than those prescribed in the programme structure will not be taken into account for the purpose of fulfillment of the degree requirements.

- (2) A candidate is required to register for courses as determined by the Faculty and shall be approved by the Senate.
- (3) Registration of courses shall be completed ~~by second lecture week of a~~ before the semester starts. A candidate who fails to complete his course registration within the prescribed period will not be allowed to follow the course and may have his candidature terminated.  
(Senate approval 22.07.2021)
- (4) A candidate is not allowed to add/drop courses after verification of registration is made.  
(Senate approval 22.07.2021)
- (5) Any candidate who fails to register continuously for a period of two (2) normal semesters ~~with the University~~ and fail to complete his registration in a specified duration for the following normal semester shall cease to be a ~~student and his name will be removed from the student register of the University.~~ candidate and terminated from his study.  
(Senate approval 22.07.2021)
- ~~(6) A candidate is required to register for the course within the period prescribed. Activities involved in the course registration process is as in the table below:~~

Activity	Normal Semester	Special Semester	Fees	Duration of Study
Add course(s)	Week 1–2	Week 2	Yes	Included
Drop course(s)*	Week 3–7	-	-	Included

Note: \*Fee is non-refundable

- ~~(7) Notwithstanding the provisions of subregulation (3) above, as a special case, a candidate may be allowed to register late until seventh lecture week on the recommendation of the said course teacher, and approved by the Dean of the Faculty. The candidate will be required to pay a fine at a rate prescribed by the University apart from other fees determined for the course concerned.~~
- (6) Notwithstanding anything stated in Regulation 5, in certain circumstances, the Deputy Vice Chancellor concerned may state otherwise.  
(Senate approval 22.07.2021)

## 6. Renewal of Candidature

- (1) Candidate of all modes of programme of study shall renew his candidature ~~not later than two (2) weeks from the date of~~ before the commencement of the semester concerned.  
(Senate approval 22.07.2021)
- ~~(2) Failure to renew candidature within the period prescribed under subregulation (1) above, may cause the candidature to lapse unless the candidate has been granted approval for late registration as a special case by the Dean of the Faculty. The candidate will be required to pay a fine at a prescribed rate determined by the University as well as other fees determined.~~
- (2) A candidate who does not register within the stipulated duration ~~and does not give any reply until the seventh lecture week~~ for the semester concerned will be recorded as Not Registered.

(Senate approval 22.07.2021)

~~(3) A candidate who has been recorded as Not Registered based on subregulation (3) above, can appeal according to the procedure prescribed. A candidate, whose appeal is successful, shall register in the following semester.~~

(Senate approval 22.07.2021)

(3) Any candidate who fails to continuously register for a duration of two (2) Normal Semesters and fails to register ~~until seventh lecture week of~~ the following Normal Semester, will cease to be a candidate and his studies will be terminated.

(Senate approval 22.07.2021)

## 7. Concurrent Registration

- (1) Subject to subregulations (2) and (3) below, a candidate shall not be allowed to register concurrently for other programme of study which leads to the award of any degree in this University or any other university or institution.
- (2) In certain circumstances, where the University conducts a programme in collaboration with another university or institution that will lead to the award of a degree, a candidate is allowed to register concurrently.
- (3) A candidate, may with the approval of the Dean of the Faculty, register and attend at any one time, an in-service training programme upon the request of his employer provided that the programme is conducted for a period of not more than one (1) year.
- (4) Subject to subregulations (2) and (3) above, any candidate found to be in breach of subregulation (1) may have his studies terminated by the University without refund of any fees and other payments that have been paid.

## 8. Attendance in Programme of Study

- (1) It is compulsory for a candidate to attend all teaching and learning activities as well as research activities related to his programme of study.
- (2) A candidate who does not attend any teaching and learning activities is required to inform the reason for his absence to the teacher immediately together with the relevant supporting documents. The teacher shall inform the candidate the consequences of being absent and is responsible to keep records of the notification and class attendance.
- (3) A candidate may with the approval of the Faculty undergo a part of the programme of study at another institution.
- (4) A candidate pursuing a programme of study by Research shall comply with the [Academic Residential Requirement which is either physically or non-physically](#) for a period of at least one (1) semester. ~~either physically or non-physically.~~  
(Senate approval 25.02.2021 & 22.07.2021)
- (5) Notwithstanding anything stated in subregulation (4), a candidate pursuing a programme of study by Research, with the approval of the Faculty, can be assumed to have met the [Academic Residential Requirement](#) if he has fulfilled any one (1) of the following:
  - (a) followed and passed the Research Methodology course; or

- (b) presented the Proposal Defence; or
- (c) presented the Candidature Defence; or
- (d) has face to face consultation with the supervisor, as determined by the Faculty; or
- (e) participated in the activities of the Faculty as determined by the Faculty.

## 9. Withdrawal from A Course

The following provisions shall apply to withdrawal from any course:

- (1) A withdrawal from any course means withdrawal from one (1) or more courses in any semester. ~~after the add/drop week. Details of withdrawal from a course are as stated below:~~

Category	Normal Semester	Special Semester	Fees	Duration of Study	Grade
Personal Reasons	Weeks 1-2	Week -2	No	Included	No Grade
	Weeks 3-7	Week 2	Yes	Included	Grade W

- (2) A candidate ~~may~~ **is not allowed to** withdraw from a course ~~not later than second lecture week of a semester. The candidate shall not be liable to pay any fees and his course registration record for the affected course shall be expunged.~~ **after the verification of registration is made.**

(Senate approval 22.07.2021)

- ~~(3) A candidate who withdraws from a course after the second lecture week shall be liable to pay fees and shall be given the Grade W for the course concerned. Withdrawal from any course after the seventh lecture week of a Normal Semester and after the second lecture week of a Special Semester is not permitted except for medical reasons.~~
- ~~(4) Withdrawal from a course for medical reason shall be approved by the Dean of the Faculty or an officer as may be designated by the University. The candidate shall submit a written application to the Dean of the Faculty. If it is approved, Grade W will be recorded for the course concerned. The prescribed fees will be imposed if the application is submitted after the seventh lecture week of a Normal Semester or after the second lecture week of a Special Semester.~~
- ~~(5) An application on medical reasons has to be supported by a medical report issued by a Registered Medical Practitioner of the University Student Health Clinic/government hospital/teaching hospital/University Malaya Medical Centre/Private Medical Centre.~~
- ~~(6) If an application is not approved, the candidate shall be required to continue with his studies for the course concerned. Failure of the candidate to continue with his studies for the whole course concerned may result in the candidate being given a Grade F.~~



- ~~(7) Withdrawal from a course on any of the reasons stated below is not allowed:~~
- ~~(a) performance of the candidate is not satisfactory for any of the course;~~
- ~~(b) insufficient preparation for the course concerned; or~~
- ~~(c) dissatisfaction towards any of the course.~~
- ~~(8) Withdrawal from any of the course is not permitted once the examination period for the semester has commenced.~~
- (3) Notwithstanding anything stated in Regulation 9, in certain circumstances, the Deputy Vice Chancellor concerned may make a decision otherwise.  
(Senate approval 22.07.2021)

## 10. Withdrawal from Semester

The following provisions shall apply in relation to any withdrawal from a semester:

- (1) “Withdrawal from a semester” means withdrawal from all registered courses and all teaching and learning activities as well as research activities for the semester concerned. The candidate is only allowed to withdraw from a semester after he has undergone at least one (1) semester of his programme of study except for medical reasons.
- (2) Withdrawal from a semester is categorised as follows:
- (a) semester leave on personal reasons
- (b) semester leave on mobility programme reasons
- (c) semester leave on medical reasons.
- (3) All applications for withdrawal from a semester shall be made to the Dean of the Faculty for consideration and approval.
- (4) Details of withdrawal from a semester is stated below:

Category	Normal Semester	Special Semester	Fees	Duration of Study	Grade
Personal Reason*	Week 1 - 2	Week 2	No	Included	No Grade
	Week 3 - 7	Week 2	Yes	Included	Grade W1
Mobility Programme Reason*	Week 1 - 2	Week 1 - 2	No	Not Included	Grade W3
	Week 3 - 14	Week 3 - 7	Yes	Not Included	Grade W1
	Week 1 - 7	Week 1 - 3	No	Not Included	Grade W3

Medical Reason*	Week 8 - 14	Week 4 - 7	Yes	Not Included	Grade W1
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Note: \* Candidate who withdraws from a semester will be charged a minimum payment to retain the candidature.

- (5) A candidate may withdraw from a semester not later than the second lecture week of a Semester. The candidate will not be charged fees and registration records for the course concerned will be expunged.
- (6) Application for withdrawal from a semester for personal reasons [third to seventh lecture week] and on mobility programme reasons [third to fourteenth lecture week] will be subjected to the course fees and the course concerned will be recorded as Grade W1.
- (7) A candidate is not permitted to withdraw from a semester after the seventh lecture week of a Normal Semester except for medical reasons which is supported by a medical report that is issued by a Registered Medical Officer. The application has to be made to the Dean of the Faculty for consideration and approval. If the application is approved, the course concerned will be recorded as Grade W1. The fees remain liable to be paid.
- (8) Application for withdrawal from a semester due to medical reasons before the seventh lecture week of the Normal Semester may be approved subject to medical reports issued by a Registered Medical Officer of the University Student Health Clinic/government hospital/teaching hospital/University Malaya Medical Centre/Private Medical Centre. If approved, the fees will not be charged and the course concerned will be recorded as Grade W3.
- (9) If the application is not approved, the candidate shall be required to continue with his studies for the semester concerned. Failure of the candidate to continue with his studies may result in the candidate being given a Grade F for the course concerned.
- (10) Withdrawal from any semester is not allowed once the examination period has commenced.
- (11) The maximum duration a candidate may be permitted to withdraw from a semester is two (2) Normal Semesters during his studies which may be either continuously or otherwise, except during the last semester of his studies. Withdrawal of the candidate will be taken into account as part of his maximum duration except for medical reasons supported by medical reports from a Registered Medical Practitioner.

#### **11. Termination of Programme of Study on Medical/Medical Psychology/Chronic Disease Reason**

A candidate, whose withdrawal from a semester has been approved on medical/medical psychology/chronic disease reason for four (4) normal semesters consecutively, may be terminated from his programme of study upon being certified by a Registered Medical Practitioner/Clinical Psychology Specialist/Registered Psychiatrist of the University Student Health Clinic/government hospital/teaching hospital/University Malaya Medical Centre/Private Medical Centre after the candidate's case has been re-examined by the concerned Registered Medical Practitioner/Clinical Psychology Specialist/Registered Psychiatrist in the following semester.

## **12. Withdrawal from Programme of Study**

The following provisions apply to withdrawal from a programme of study:

- (1) Withdrawal from programme of study means withdrawal from the programme of study that is currently being undertaken by the candidate.
- (2) Application for withdrawal from the programme of study shall be made to the Dean of the Faculty using a prescribed form.
- (3) A candidate, who has been approved to withdraw from his programme of study after the second lecture week shall:
  - (a) pay the prescribed fees and other payments as stated in Part IV in this regulation, and
  - (b) be recorded Grade W2 for any courses registered in the semester where the candidate withdraws from the programme.
- (4) Any decision with respect to withdrawal from a Degree programme of study shall be final.

## **13. Change of Field of Research**

- (1) A candidate is not allowed to change his field of study.
- (2) A candidate is only allowed to change his field of research under the same field of study code subject to the approval by the Faculty. The candidate shall submit an application to the Faculty in accordance with the prescribed procedure to change his field of research.
- (3) The candidate shall continue with his original field of research until his application to change has been approved.
- (4) A candidate is not allowed to change his field of research after the candidate has submitted his dissertation for the purpose of examination.

## **14. Change of Implementation of Programme**

A candidate may submit an application to change the implementation of a programme according to the procedure determined by the University. The change in the implementation of a programme of study is subject to the following:

- (1) The original programme of study to a collaborative programme (Double Degree and Dual Degree)
- (2) Fulfils the special requirements of admission to the collaborative programme.
- (3) The change is only allowed once throughout his studies except with the approval of the Deputy Vice-Chancellor concerned.
- (4) The fees paid for the original programme of study will be taken into account for the

collaborative programme. Any difference in the fees has to be borne by the candidate.

- (5) The candidate has to continue with the original programme of study until the application to change has been approved.
- (6) The change of implementation is subject to the consent and approval at the Faculty level and the said decision has to be conveyed to the Director of Academic Administration and Services Centre

## 15. Change of Status of Study

(Senat approval 25.02.2021)

- (1) A candidate is allowed to apply for a change of the status of study from full-time to part-time or *vice versa*. The change shall be made not later than the last six (6) semesters from the candidate's maximum duration of study and shall only be made once throughout the duration of study in the University.
- (2) The duration of the study is based on the existing remaining duration of study of the programme concerned.
- (3) If the candidate's application to change the status of study is approved, the determination of the balance duration of study shall be decided by the Academic Administration and Services Centre.
- (4) Notwithstanding the provision in Regulation 15, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

## 16. Change of Method of Study For Academic Programme

(Senate approval 22.07.2021)

- (1) Candidate who has registered for an academic programme offered as conventional or open and distance learning is allowed to apply for a change of method of study.
- (2) Change of method of study from open and distance learning to conventional study or vice versa for the same academic programme may be considered if the academic programme is offered in both methods.
- (3) A change of method of study for the academic programme shall only be made once throughout the duration of study in the University.
- (4) Notwithstanding anything stated in Regulation 16, in certain circumstances, the Deputy Vice Chancellor concerned may make a decision otherwise.

## 17. Change of Programme of Study

- (1) A candidate is not allowed to change his programme of study. The candidate has to withdraw from the original programme of study and submit a new application if he intends to pursue a new programme of study. A new duration of study will be given.
- (2) The fees that has been paid for the original programme of study will not be taken into account for the new programme of study.

## 18. Change of Candidature Status From Master's by Research Programme to Doctoral by Research Programme

(Senate approval 25.02.2021)

- (1) A full-time candidate for a Master's by Research programme may be considered for a change in his candidature status to a candidate for a Doctoral by Research programme subject to the following conditions:
    - (a) the duration of application to change the candidature status is at least between twelve (12) till fifteen (15) months from the commencement date of registration for the Master's programme of study;
    - (b) make a written application to the Dean of the Faculty;
    - (c) submit a Supervisor's and Head of Department's report together with supporting documents;
    - (d) submit one (1) research report of not more than 6,000 words on:
      - (i) Introduction and scope of research;
      - (ii) Objectives of research;
      - (iii) Research Methodology;
      - (iv) Research Plan which would lead to the ~~Doctor of Philosophy programme~~ Doctoral level;
    - (e) submit the outcome throughout the Master's programme of study, for example:
      - (i) a journal paper accepted for publication and a seminar presentation at the university, national or international level,
- OR
- (ii) a patent application with pending approval (patent pending) or has been approved and a seminar presentation at the university, national or international level.
- (2) A full-time candidate has to present his research outcome in a seminar before a panel of assessors comprising of two (2) experts from within and outside the University in the field concerned as determined by the Faculty. The seminar shall as far as possible, be held within a month from the date of application to change the candidature status which fulfils the conditions in subregulations (1)(a) - (e) received from the candidate.
  - (3) The appointed panel shall make an assessment on the two (2) following aspects:
    - (a) The Research Report to change the status, and
    - (b) seminar presentation
  - (4) The Report on the Change of Candidature Status from Master's by Research programme to Doctoral by Research programme shall be submitted for consideration and approval by the Senate.

- (5) The Master's degree candidature duration is taken into account in the duration of the Doctoral by Research programme.
- (6) A full-time candidate whose change of candidature status has been approved shall register for the Doctoral by Research programme ~~not later than the second lecture week in~~ before the next following semester. (Senate approval 22.07.2021)
- (7) A full-time candidate whose change of candidature status has been approved need not retake the Research Methodology course at the Doctoral by Research programme level.  
(Senate approval 25.02.2021)

#### **PART IV** **PAYMENT**

### **19. Fees and Other Payments**

- (1) A candidate must pay all fees and other payments due to the University at the time of initial registration or at the time of renewal of candidature except where he has been exempted from any fee or payment or both fee and payment.
- (2) A candidate who intends to pay any fee or other payments due to the University by installments shall apply to the Bursar following the procedures prescribed by the University.
- (3) If a candidate fails to pay any fee or any other payments or any part thereof or any payment due to the University, the University will apply any one or a combination of the following actions:
  - (a) will not be allowed to register for the following semester;
  - (b) examination results, academic transcripts or the degree scroll will not be issued to the candidate.

#### **PART V** **MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY**

### **20. Structure of Programme of Study**

- (1) The Faculty shall determine the courses that it wishes to offer in any semester. Any new courses may be offered if it fulfils the required conditions and has been approved by the Senate.
- (2) The Faculty shall determine before the first semester of each academic session and inform the candidate courses that require the candidates to pass with the minimum grade.
- (3) The total credit for the coursework component of any degree programme of study shall be as determined by the Faculty and the Senate.

## **21. Duration of Completion of Programme of Study**

- (1) The minimum and maximum duration to complete a programme of study is as in Schedule 1 and Schedule 2, University of Malaya (Master's Degree) Rules 2019.
- (2) Notwithstanding anything stated in subregulation (1) above, a Special Semester shall be taken into account in the duration of study if it is stated in the letter of offer for admission.
- (3) The candidate may be allowed to complete his studies and graduate one (1) semester earlier than the minimum duration subject to the candidate has fulfilled the requirements of the programme of study as well as other requirements as determined by the University.

## **22. Offer and Completion of Course**

- (1) The calculation of credits for any course is based on the actual student learning time comprising of all teaching and learning activities that are required to achieve the prescribed course learning outcomes. Credit value for each course is determined based on the calculation where 40 notional learning hours is equivalent to 1 credit.
- (2) Course offered in any semester will be determined by the Faculty.
- (3) The offer of a new course may only be made upon obtaining the approval of the Senate.
- (4) Any amendment to the Code, Title, Credit, Course Learning Outcome and Assessment Weightage for an existing course may only be implemented after obtaining the approval from the Senate.
- (5) Any offer and amendments to any course made retrospectively is not allowed.
- (6) Every course offered shall be conducted, completed and assessed within one (1) semester. Only certain courses which have obtained prior approval from the Senate shall be permitted to be conducted for a period exceeding one (1) semester and completed in two (2) or more semesters consecutively.
- (7) The total number of credit for a course component for a Degree programme of study shall be as determined by the Faculty and Senate.

## **23. Transfer of Credit**

- (1) Transfer of credit may be categorised as follows:
  - (a) transfer of credit with grade.
  - (b) transfer of credit without grade.
- (2) Transfer of credits with grade:
  - (a) "transfer of credit with grade" means transfer of credit together with the grade for the course(s) of equivalent level of qualification (horizontal) for a candidate who is still studying.

- (b) A course that has been approved for a transfer of credits with grade will be awarded the grade that is equivalent to the University's grading scheme and the University's approved credit for the course concerned.
  - (c) The credit obtained together with the grade points for the approved course will be taken into account in the calculation of GPA and CGPA of the candidate. The credits for the course concerned will be considered for the purpose of completion requirements for graduation.
  - (d) For the purpose of transfer of credits with grade, the candidates shall have completed the course and achieved the required competency in the course applied for.
  - (e) [The transfer of credit does not automatically apply to pre-requisite courses \(if any\) from the course applied for.](#) (Senate approval 30.09.2020)
  - (f) The application shall be submitted to the Dean of the Faculty not later than fourth lecture week in the Normal Semester [by](#) applying the rules prescribed by the University. Application received after the specified period will be considered in the subsequent semester.
- (3) Transfer of credits without grade:
- (a) "Transfer of credits without grade" means transfer of credits without carrying the previous grade obtained for the course(s) from:
    - (i) a lower level of qualification (vertical)
      - transfer of credit from the Master's to the Doctoral programme for the Research Methodology course;
      - or
    - (ii) the same level of qualification (horizontal) for a candidate who:
      - (A) has successfully completed his studies; or
      - (B) has not completed his studies (excluding a candidate whose study has been terminated) but has achieved the required competency level in the course applied for.
      - or
    - (iii) [Massive Open Online Courses \(MOOC\) for programmes by Mixed Mode \(course component\), by Coursework and by Clinical. Transfer of credit for MOOC is not allowed for the Research Project course /Dissertation.](#)
    - (iv) [Accreditation of Prior Experiential Learning for Credit Award \[APEL\(C\)\] except for the Research Project course /Dissertation.](#)
      - or
    - (v) accumulated Micro-Credentials (MC) [digital and non-digital](#) certification



- (b) A course approved for transfer of credits without grade will be given a grade K or CT(APEL) and is not required to be replaced by another course. The credit will not be taken into account in the calculation of the GPA and CGPA but will be taken into account for the purpose of completion of the degree.
  - (c) A candidate is not allowed to transfer the credits without grade for courses of higher levels of qualifications.
  - (d) Transfer of credit does not automatically apply to pre-requisite course (if any) from the course applied for.
  - (e) The application shall be made to the Dean of the Faculty in the first two (2) semesters of study.
- (4) Transfer of credit shall be based on the mapping of courses that has been taken previously with the course offered at the University or through the APEL(C) application based on the previous experience and skills of the candidate.
- (5) Permission to transfer credit for subregulations (2) and (3) above is subject to the following conditions:
- (a) marks or grade or grade point obtained for the course concerned after being made equivalent with the University's grading scheme shall not be less than 65.00 marks or grade B or 3.00;
  - (b) course or combination of courses taken previously has the same credit value or notional hours or more after it is made equivalent with the credit value of the course offered at the University;
  - (c) course taken previously has at least 80% overlap with the course offered at the University or for APEL(C) application, the achievement for each course learning outcome shall be at least 50%;
  - (d) Course taken previously shall be from a programme that has been accredited/recognized by an authoritative body in the country concerned;
  - (e) Maximum number of credits that may be transferred are as follows:

Category	Explanation		Credit Limit
Horizontal credit transfer	(i)	Transfer of credit with grade for student undergoing the Mobility Programme.	Not exceeding 1/3 of the overall total credit for the programme of study
	(ii)	Transfer of credit without grade for courses from equivalent qualification from the same or another institution/university.	
Vertical credit transfer	Transfer of credit from the Master's to Doctoral programme for the Research Methodology course		Allowed

Transfer of credit through APEL(C)	Transfer of credit without grade through APEL(C) is based on the candidate's previous experience and skills.	Not more than 1/3 <sup>rd</sup> of the total credits of the programme of study. This does not include the transfer of credit which may be done for formal learning.
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- (6) Notwithstanding anything stated in paragraph 5(e) above, for the purposes of graduation, the maximum number of credit which may be transferred from another institution or university cannot exceed 1/3 of the overall total credit for the programme of study.
- (7) Notwithstanding the provisions stated in paragraphs (2) and (4) above, the course taken during the Mobility Programme which is not listed in the Degree Programme Structure may be considered for transfer of credits with grade, subject to the course being recommended by the Dean of the Faculty whether the course:
- (a) replaces any of the Elective Courses. Grades and grade points will be taken into calculation of the GPA and CGPA and the course credit concerned will be taken into account for the completion of his degree.
- For the purpose of this paragraph, the course shall fulfil the conditions specified in paragraphs (5)(a), (b), (d) and (e) above; or
- (b) does not replace any course which has been prescribed in his Degree Studies Structure. The course concerned will be recorded on the academic transcript of the candidate. Grades and grade points of the course will be taken into account in the calculation of GPA and CGPA but the course credit will not be taken into account for completion of his degree.
- For the purposes of this paragraph, courses shall fulfil the conditions specified in paragraph (5)(a) and (d) and will be given the value of the credit that has been made equivalent with the calculation of notional hours of the University.
- (8) Transfer of credit for professional programmes are subject to regulations as determined by the respective professional bodies.
- (9) The application shall be submitted together with:
- (a) proof of processing fee payment at a prescribed rate. This fee is non-refundable; and
- (b) compulsory supporting documents, among which are a copy of the certificates, examination results, learning and assessment activities, CLO, syllabus/course content and grading scheme of the course from another institution or university for the transfer of credit application; or
- (c) documents to prove previous experience and skills for applications for course exemption and transfer of credit through APEL(C); or
- (d) documents of proof from the MOOC Provider to ensure that the candidate who registers and who has completed the MOOC course is the same candidate.

(Senate approval 30.09.2020)

- (10) Application for credit transfer shall be submitted for consideration of the Senate after obtaining the recommendation from the designated special committee.
- (11) A course which has been approved for credit transfer cannot be withdrawn by the candidate.
- (12) Decision on application for credit transfer will be notified by the Dean of the Faculty or an officer appointed by the University.

## 24. Course Exemption

- (1) "Course exemption" means exemption from registering and pursuing a course offered to a candidate based on equivalency of the course content that is applied with proof of knowledge and skills by the candidate.
- (2) Application for course exemption shall only be allowed from the Elective Course category.
- (3) Course exemption will not result in a candidate obtaining credit for the course which is exempted. For this purpose, the course which has been approved for exemption will be given a grade K1.
- (4) If the course exemption results in insufficient graduating credits for the purpose of completing his degree, the exempted course shall be replaced with another course from the same level of study.
- (5) Application for course exemption should be submitted to the Dean of the Faculty to obtain the recommendation of the designated special committee. The recommended application shall be submitted for consideration of the Senate.
- (6) Decision on application for course exemption of the candidate will be notified by the Dean of the Faculty or an officer appointed by the University.

## 25. Programme External Assessor

- (1) Programme External Assessors shall be appointed ~~for each programme of study~~ by the Deputy Vice-Chancellor concerned ~~not exceeding two (2) persons for every programme of study~~ upon recommendation of the Faculty concerned **as below:**

(Senate approval 24.06.2021)

(a) **programme of study by research, the appointment of the Programme External Assessor is not limited to two (2) persons.**

(b) **Programmes other than programme of study by research, the appointment of the Programme External Assessor is not exceeding two (2) persons for each academic programme.**

(Senate approval 24.06.2021)

- (2) Criteria

(a) A Programme External Assessor shall be appointed from among the university academia who is qualified, knowledgeable and has expertise in the **field programme** of study concerned and has experience in the administration of the university.

(Senate approval 24.06.2021)

- (b) The Programme External Assessor appointed shall be from world renown universities that are in the *QS World University Rankings* or have subjects listed in the *QS World University Rankings by Subject* or shall be from an international Higher Learning institution recognized by the University in the field of study concerned.  
(Senate approval 24.06.2021)
- (c) If the first Programme External Assessor appointed is from an international Higher Learning institutions, the second Programme External Assessor may be considered to be appointed from within the country.  
(Senate approval 24.06.2021)
- (d) ~~In certain circumstances,~~ The appointment of an expert ~~from~~ in the industry within and/or outside of the country may be considered as ~~in the field of study concerned may be appointed as one of~~ the Programme External Assessor. The appointment of an expert from the industry for the field concern shall be made together with an academia.  
(Senate approval 24.06.2021)
- (e) A former full-time University teacher may be appointed as a Programme External Assessor with the condition that he:
- (i) has the relevant experience and expertise in the academic programme concerned;
  - (ii) has left the University service for a period of at least five (5) years from the date of appointment as a Programme External Assessor; and
  - (iii) is currently teaching at other institutions of higher learning of the same level and/or practicing in a field of specialization related to the academic programme concerned.
- (f) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of the University of Malaya cannot be appointed as a Programme External Assessor.
- (g) A Programme External Assessor maybe appointed to assess more than one (1) but not more than three (3) academic programmes of all levels.  
(Senate approval 24.06.2021)
- (h) The Deputy Vice Chancellor concerned, upon recommendation from the faculty may terminate the services of a Programme External Assessor that did not carry out his duties satisfactorily. A new Programme External Assessor shall be appointed for the remaining duration of the current appointment (if necessary).  
(Senate approval 24.06.2021)
- (i) Notwithstanding paragraphs (2)(a) - (h) above, the appointment of a Programme External Assessor for professional programmes is subject to the requirement of the professional body concerned.
- (3) One (1) appointment session ~~The duration of the appointment~~ of the Programme External Assessor is for four (4) academic sessions. ~~The same Programme External Assessor may be considered to be appointed after an interval of one (1) appointment session.~~  
(Senate approval 24.06.2021)

## 26. Programme External Examiner

### (1) Criteria

- (a) ~~The Dean of Faculty shall recommend to A Programme External Examiner shall be appointed by~~ the Deputy Vice-Chancellor concerned ~~the appointment of Programme External Examiner among the experts or from the university~~ academia who is qualified, knowledgeable and has expertise in the ~~academic~~ programme concerned.  
(Senate 24.06.2021)
- (b) The Programme External Examiner shall be involved in the professional training/examination as recognized by the Faculty as follows:
- (i) Professor/Associate Professor or equivalent in an ~~academic~~ institution;  
or
  - (ii) An expert who has at least five (5) years experience in the field of dentistry or seven (7) years in the field of medicine.
- (c) A former full-time teacher of the University of Malaya may be appointed as the Programme External Examiner with the condition that he:
- (i) has the relevant qualification, experience and expertise in the ~~academic~~ programme concerned;
  - (ii) has left the University service for not less than five (5) years from the date of his appointment as a Programme External Examiner; and
  - (iii) is currently teaching in another higher education institution of equal status and/or practicing in a field of specialization related to the ~~academic~~ programme concerned.
- (d) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of the University of Malaya cannot be appointed as a Programme External Examiner.
- (e) The duration of the appointment of the Programme External Examiner is for one (1) examination session only. ~~The same Programme External Examiner may be appointed for Additional Examination/ Re-Examination for repeating candidates.~~  
(Senate approval 24.06.2021)
- (f) The Dean of the Faculty, on the recommendation of the Deputy Dean of Postgraduate and Head of Department may terminate the service of a Programme External Examiner immediately if he is found to have breached professional ethics.
- (g) Criteria for the appointment of the Programme External Examiner for a professional programme is subject to the requirement of the professional body concerned from time to time.

## **PART VI** **SUPERVISION**

### **27. Supervision and Progress of Candidature**

- (1) The Faculty shall appoint a supervisor for each candidate who is pursuing programme of study by Research and research component in the programme of study by Mixed Mode. However, the Faculty is encouraged to appoint at least two (2) supervisors for each candidate. Appointment criteria of supervisors shall be referred to the Supervision Policy for Postgraduate Candidates University of Malaya.
- (2) An Emeritus Professor, Honorary Professor, Adjunct Professor of the University, a visiting lecturer or a research fellow may be appointed by the Faculty as the supervisor of a candidate provided that an additional supervisor from among the full-time teachers of the University is appointed to co-supervise the said candidate.
- (3) The Faculty may appoint a co-supervisor for any candidate.
- (4) The Faculty may appoint a consultant for any candidate.
- (5) The Supervisor, Co-Supervisors (if any) and Consultant (if any) shall be appointed before the initial registration of the candidate or at any other time as may be necessary. The Faculty has the right to add, reduce or change any Supervisor, Co-Supervisor or Consultant.
- (6) A candidate is required to submit a research progress report in accordance with the work schedule and procedures prescribed by the University. The Supervisor, Co-Supervisor and Consultant shall evaluate the candidate's research progress report in accordance with the work schedule and procedures prescribed by the University for the semester concerned.  
(Senate approval 25.02.2021)
- (7) A candidate whose progress is satisfactory shall be recommended to continue with his candidature. A candidate whose candidature is not satisfactory for two (2) consecutive semesters shall have his candidature terminated by the Faculty. The Director of Academic Administration and Services Centre shall be informed of the candidate's termination by the Faculty.

## **PART VII** **DISSERTATION OR RESEARCH REPORT**

### **28. Determination of Field of Research and Title**

- (1) Faculty shall approve the field of research for the dissertation or research report before the candidate begins his research.
- (2) In certain circumstances and subject to the approval by the Faculty concerned, a candidate may apply to change the field of research before submitting his dissertation or research report for examination. The Faculty has to ensure that all the conditions and requirements of the new field of research applied for have been fulfilled before the application is submitted.
- (3) A candidate is only allowed to submit his dissertation or research report for examination after the title has been approved by the Faculty.

- (4) A candidate is not allowed to change the title after the candidate has submitted his dissertation or research report for examination unless recommended by the Committee of Examiners or Faculty.

## 29. Language

- (1) The dissertation shall be written in *Bahasa Malaysia* or English or Arabic related to the candidate's research field. In certain circumstances, the Senate may approve a language other than *Bahasa Malaysia* or English or Arabic for the dissertation concerned.
- (2) A candidate may submit an application to change the language of his dissertation to the Faculty.
- (3) For a non-citizen candidate who wishes to change the language of the dissertation from *Bahasa Malaysia* or Arabic or any other languages approved by the Senate to English, the candidate is subjected to the English competency requirement as determined by the University.
- (4) In relation to subregulation (3) above, the candidate shall submit an application together with evidence that he has fulfilled the English competency requirement as prescribed by the University to the Faculty to inform the Senate.
- (5) A candidate is not allowed to change the language of the dissertation after candidate has completed the Candidature Defence session.
- (6) Changing the language of the dissertation is only allowed once throughout the candidate's study.

## 30. Submission

- (1) A candidate shall submit his dissertation or research report for examination within the period of his candidature. For this purpose, the candidate needs to complete at least a minimum duration of study for the Master's Degree programme. Calculation of the minimum duration shall be continuous.
- (2) The period that is taken for the examination of the dissertation and any period for corrections or further work on the dissertation as may be required by the Committee of Examiners shall be counted as part of the maximum period of the candidate's candidature.
- (3) A candidate shall submit his dissertation or research report for examination after the title has been approved within the stipulated duration. A candidate who fails to do so is required to renew the registration for the subsequent semester except if an approval is given by the Dean of the Faculty to extend the submission deadline. If the Dean of the Faculty is the candidate's supervisor, the extension of the submission deadline is subject to the approval by the Deputy Vice-Chancellor concerned.
- (4) A candidate who has submitted his dissertation for examination need not renew his candidature for the following semester unless:
  - (a) The candidate has reached the final semester of the maximum candidature

duration; or

- (b) The Senate requires the candidate to conduct further [work](#).

[A candidate who is due to complete the maximum candidature duration shall submit an appeal to extend the maximum candidature duration to the Dean of the Faculty as provided under Regulation 56\(2\).](#)

(Senate approval 25.02.2021)

- (5) A candidate is not allowed to withdraw from his dissertation examination if it has already been submitted for examination.
- (6) The dissertation or research report has to follow the format prescribed by the University as outlined in the Guidelines for The Preparation of Research Projects, Dissertations and Thesis.
- (7) Word limit for a dissertation is as follows:
- (a) Dissertation for the programme by mixed mode shall not exceed forty thousand (40,000) words;
  - (b) Dissertation for the programme by research shall not exceed sixty thousand (60,000) words;
  - (c) The minimum word limit of a candidate's dissertation is determined by the Faculty or based on the programme standards according to their respective discipline (if any).
- (8) Word limit for a research report is as follows:
- (a) The candidate shall give notice of submission of the research report within the stipulated duration determined by the Faculty for the programme of study concerned.
  - (b) Research report shall not exceed thirty thousand (30,000) words.
  - (c) The minimum word limit of a candidate's research report is determined by the Faculty or based on the programme standards according to their respective discipline (if any).
- (9) Notwithstanding the provisions of subregulations (7) and (8), the following are not included in the word limit:
- (a) footnotes or endnotes, references, appendices, tables and diagrams; and
  - (b) reproductions or translations of any texts. Comments or criticisms made by the candidate on it shall be subjected to the said word limit.
- (10) A candidate who does not fulfil the required minimum or maximum word limit shall apply to and obtain the approval of the Faculty at least one (1) month before the date of submission of his dissertation or research report for examination with justification for his inability to adhere to the prescribed word limit.
- (11) A candidate shall not submit as dissertation or research report any work including an idea, writing, data or any creation of any other person or work that has already been submitted for a degree in this or any other university or institution as his



dissertation or research report. However, he may incorporate any part of any such work into his dissertation or research report provided that the candidate has obtained permission or indicate clearly the original referral source of the work that has been incorporated.

- (12) A candidate may include in his dissertation or research report any research output that has been printed and published independently or conjointly. A conjoint work shall be accompanied by a statement showing clearly the candidate's contribution to the work. The statement shall be verified by his collaborators.
- (13) A candidate is subject to the prohibition against plagiarism as follows:
- (a) A candidate cannot plagiarise any idea, writing, data or creations of another person.
  - (b) For the purpose of this subregulation, plagiarism includes:
    - (i) any act of taking an idea, writing, data or creation of another person and claiming that the idea, writing, data or creation is his own product or creation; or
    - (ii) any attempt to promote or any act of promoting, in any form, that he is the originator or creator of any idea, writing, data or creation which in fact has been taken from other sources.
  - (c) Without prejudice to the meaning of paragraph (b) above, a candidate is considered to have plagiarised when he:
    - (i) has published, on his own, as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by other people;
    - (ii) has incorporated himself or has allowed himself to be incorporated as co-author of an abstract, article, scientific or academic paper, or book, when he did not make any contribution to the written abstract, article, scientific or academic paper, or book;
    - (iii) has forced others to include his name in the list of co-researchers for a specific research project or in the list of co-researchers of a publication when he did not make any contributions that could qualify him as co-researcher or co-author;
    - (iv) has quoted academic data which is a research output that was carried out by other people, such as in a laboratory findings or field work findings, or data obtained through library research, whether published or unpublished, and has incorporated such data as part of his academic research without appropriate acknowledgement of the source;
    - (v) has used research data obtained through a joint effort with other people, whether or not these people are staff or University candidate as part of a different academic research or has publication with himself as the sole author, without acquiring permission for the joint researcher before the commencement of his own research or before publishing the data;

- (vi) has copied an idea or invention of someone else which has been saved in any mode, whether in written, print or available in electronic form, or in the form of slides, or in any form of teaching or research tool or in any other forms and he has declared either directly or indirectly that he is the inventor of the invention or idea;
  - (vii) has translated the writing or creation of others from one language to another whether or not in whole or in part, and then submitted the translation in whatever form or manner as the writer or as his own creation; and
  - (viii) has cited ideas from writings or creations of others and made modifications without due reference to the original source and compiled the idea in such a way as if he is the creator of such ideas.
- (14) A candidate who is found to have plagiarised his dissertation or research report is subject to disciplinary action under the University of Malaya (Discipline of Students) Rules 1999.
- (15) Any dissertation or research report submitted for examination shall be in accordance with the regulations, or any decision by the University. The Dean of the Faculty may reject any dissertation or research report submitted not in accordance with the prescribed regulations and decision of the University.
- (16) Any approved dissertation or Research Report or part thereof that is subsequently published shall state clearly that it was submitted for the Master's Degree of the University. During his programme of study, a candidate may with the approval of his supervisor or the Dean of the Faculty, publish any papers of his work provided due reference is made to the University in all these publications.
- (17) A dissertation or research report whether approved or otherwise for the award of the Degree including any intellectual property rights therein shall vest in and remain the property of the University. The University reserves the right to restrict or limit printing, disclosure and use or any dealings with the following for a period as may be required for the purpose of protecting or obtaining intellectual property rights:
- (a) dissertation or research report;
  - (b) outcome of the research leading to the dissertation or research report concerned; or
  - (c) both of the above.

## **PART VIII** **EXAMINATIONS**

### **31. Admission as a Candidate for Examination**

A candidate is only permitted to take examination in any course or submit a dissertation for examination if he has:

- (1) registered as a candidate for the course or courses which are prescribed for his programme of study or has registered as a candidate for his programme of study during the submission of the dissertation for examination, as the case may be;
- (2) paid the prescribed fees; and
- (3) fulfils all criteria as prescribed by the University.

### **32. Permission to Sit for Examination**

- (1) A candidate shall bring his Identity Card/Passport and the Candidate's Registration Card for the purpose of verification of identity to sit for the final examination of the registered course.
- (2) A candidate may be barred from sitting for the final examination of a course by the Dean of the Faculty of his programme of study based on reasons determined by the Faculty. The Faculty is responsible to inform the candidate of the reasons which may result in the candidate being barred from sitting for the examination not later than third lecture week. If the candidate is barred from sitting for a course's final examination in the semester, the Dean of the Faculty concerned has to inform the candidate in writing latest by twelfth lecture week in a Normal Semester and fifth lecture week in a Special Semester. The candidate is given one (1) week from the date of the said letter to submit his appeal. The Dean of the Faculty may withdraw the notice for barring from sitting for the examination on reasonable grounds. The decision regarding the candidate's appeal has to be finalised by the Dean of the Faculty latest by fourteenth lecture week for a Normal Semester and seventh lecture week for a Special Semester.
- (3) A candidate who is barred from sitting for the final semester examination of a course shall be deemed to have failed the final examination component for the course concerned.

### **33. Assessment Method**

- (1) The method of assessment for a course depends on the learning outcome and the content of the course concerned. The weightage ratio of assessment of a course will be decided by the Faculty and approved by Senate, for example, 60% of continuous assessment, 40% of the final examination or 50% of continuous assessment, 50% of the final examination. For the purposes of this regulation, continuous assessment includes written test, oral test, practical, assignment, project, quiz, and any other methods determined by the Faculty.
- (2) Courses in the form of a practical or project based such as Research Report may be assessed 100% based on continuous assessment throughout the course concerned, without a final examination.
- (3) A candidate shall be informed of the results of the continuous assessment component for each course that he pursues. The announcement shall be made as soon as possible after the completion of the assessment of the said component not later than fifteenth lecture week of the Normal Semester and seventh lecture week of the Special Semester.
- (4) As for a candidate of a programme of study by research and by mixed mode, the Supervisor shall complete the assessment of the candidate's Progress Report for

the dissertation according to the work schedule and procedures prescribed by the University for the semester concerned. (Senate approval 25.02.2021)

### 34. Number and Scope of Examination

- (1) The number and scope of examination determined under these Regulations shall be as approved by the Senate upon recommendation of the Faculty.
- (2) The examination in any programme of study may incorporate written tests, orals, practicals, practicums, course assignments, professional assessments, *viva voce* (if any) and clinicals in any form as well as other assessment methods as approved by the Senate upon recommendation of the Faculty.
- (3) The Committee of Examiners may at its discretion require a candidate to sit for any additional examinations that is deemed necessary for the assessment of his programme of study.

### 35. Committee of Examiners

A separate Committee of Examiners is needed for the research component and course component for each examination or part thereof for a programme of study.

- (1) Programme of Study by Research and by Mixed Mode (research component)
  - (a) The membership of the Committee of Examiners shall comprise as follows:
    - (i) The Dean of the Faculty or Deputy Dean of Postgraduate or any University's Professors as chairman;
    - (ii) Faculty's Deputy Dean of Postgraduate;
    - (iii) A University's Professor or an Associate Professor appointed by the Faculty;
    - (iv) Head of Department/ Faculty's Programme Coordinator; and
    - (v) Two (2) examiners with expertise in the field concerned appointed by the Faculty. Examiner for the programme of study by research shall consist of an External Examiner and an Internal Examiner. For the programme of study by mixed mode, the examiners concerned shall consist of an External Examiner and an Internal Examiner or two (2) Internal Examiners.
  - (b) For the purpose of subregulation (1)(a)(iii) above, Professor or Associate Professor concerned shall be an expert in the candidate's field of research or in a similar field of research, if possible from among the members of the Faculty. The appointment shall be approved by the Faculty meeting, while the numbers is subject to the suitability and needs of the Faculty. At the same time, the appointed Professor shall not carry out the duties as a Committee member as stated in subregulation (1)(a)(i) above.
  - (c) If the Dean of the Faculty is not able to carry out his duties as the Chairman of the Committee of Examiners, the Deputy Dean of Postgraduate or any University Professor appointed may perform the Dean of the Faculty's duty

as the Chairman of the Committee of Examiners.

- (d) Quorum for the meeting of the Committee of Examiners shall comprise of at least three (3) members including the Chairman and an examiner.
  - (e) If the Dean of the Faculty or the Faculty's Deputy Dean of Postgraduate or a Professor that has been appointed or the Head of Department or the Programme Coordinator concerned is the supervisor for the candidate concerned, he will attend the meeting of the Committee of Examiners as an invitee and not as a member of the Committee of Examiners.
  - (f) Members of the Committee of Examiners shall not delegate to any other person to represent him in any meeting of the Committee of Examiners except with the written consent from the Vice-Chancellor.
  - (g) The Registrar or his representative shall be the secretary of the meeting of the Committee of Examiners.
  - (h) The supervisor shall be invited to attend the meeting of the Committee of Examiners for the purpose of giving his opinion on matters under discussion if needed but he does not have the right to participate in the consideration and the results of the examination of the candidate's dissertation. The supervisor is responsible to maintain the confidentiality of all matters pertaining to this examination.
  - (i) For the Research Methodology Course or any other courses which is made compulsory by the programme of study for purposes of graduation, the Committee of Examiners shall be managed as a Committee of Examiners for coursework component as provided in subregulation (2) below.
  - (j) The functions of the Committee of Examiners are as follows:
    - (i) evaluate the examiners' reports with regard to the candidate's dissertation;
    - (ii) in certain circumstances to conduct and assess the *viva voce* (if necessary) or other test which is deemed to be suitable for the candidate concerned;
    - (iii) make a decision regarding the level of achievement of the dissertation and *viva voce* (if any) in accordance with the provisions of these Regulations in its recommendation to the Senate;
    - (iv) report to the Senate on any matters pertaining to the quality or conduct of an examination of dissertation; and
    - (v) maintain confidentiality of all matters pertaining to this examination.
- (2) Programme of Study by Mixed Mode (research component), by Coursework and by Clinical

The Committee of Examiners for the coursework component is as follows:

- (a) The Committee of Examiners for each programme of study shall be established for each semester or for each examination for an academic session.
- (b) The membership of the Committee of Examiners shall comprise as follows:
  - (i) Dean of the Faculty as chairman;
  - (ii) Faculty's Deputy Dean of Postgraduate;
  - (iii) Head of Department concerned;
  - (iv) Coordinator of the field concerned who is responsible for any of the course or programme of study not within the Department/Faculty;
  - (v) External Examiner of the Programme concerned (if any);
  - (vi) Any Internal Examiners; and
  - (vii) Other relevant parties appointed by the Faculty.

If the Dean is unable to carry out his duties as Chairman of the Committee of Examiners, the Deputy Dean of Postgraduate may perform the Dean of the Faculty's duties as the Chairman of the Committee of Examiners.

- (c) Quorum for the meeting of the Committee of Examiners shall comprise of the Chairman and one third (1/3) of the membership of the Committee of Examiners. However, for the programme by Clinical, the quorum shall comprise of at least three (3) members including the Chairman.
- (d) Members of the Committee of Examiners shall not delegate to any other person who is not a member of the Committee of Examiners to represent him in the meeting of the Committee of Examiners.
- (e) In the event of emergency, any full-time teacher of the University may be appointed as a member of the Committee of Examiners with the written consent from the Vice-Chancellor.
- (f) The Registrar or his representative shall be the secretary of the meeting of the Committee of Examiners.
- (g) The functions of the Committee of Examiners are as follows:
  - (i) The candidate's performance status as to whether;
    - (A) pass and allowed to continue his study;
    - (B) pass and eligible to be awarded a degree;
    - (C) fail and terminated from study;
    - (D) place under observation and allowed to continue study; or
    - (E) given grade I and allowed to sit for special examination.

- (ii) New mark and grade to replace Grade I;
- (iii) ~~adding marks;~~ (Senate approval 22.07.2021)
- (iii) to withhold the examination's result;
- (iv) consider the recommendation from the Faculty Appeals Committee regarding the changes of marks and/or grade; or
- (v) to report to the Senate on any matters pertaining to the quality or conduct of an examination.

### 36. External Examiner

Appointment of External Examiner to assess a dissertation of a Master's Degree programme is as follows:

- (1) Programme of Study by Research
  - (a) At least one (1) External Examiner and one (1) Internal Examiner shall be appointed by the Faculty to examine the candidate's dissertation. If there is no appropriate expertise among the University teachers to be appointed as an Internal Examiner, another External Examiner shall be appointed to perform the duties of the Internal Examiner.
  - (b) The appointment of an External Examiner shall be approved by the Faculty. Criteria for appointment are as determined by the University from time to time.
- (2) Programme of Study by Mixed Mode
  - (a) For the research component, one (1) External Examiner and one (1) Internal Examiner or two (2) Internal Examiners shall be appointed by the Faculty to examine the candidate's dissertation.
  - (b) The appointment of an External Examiner shall be approved by the Faculty. Criteria for appointment are as determined by the University from time to time.

### 37. Internal Examiner

An Internal Examiner for a Master's Degree programme shall be appointed by the Faculty, subject to the following conditions:

- (1) Programme of Study by Research and by Mixed Mode (research component)
  - (a) Faculty shall appoint a full-time University teacher as an Internal Examiner to examine the dissertation of a candidate.
  - (b) The appointment of an Internal Examiner shall be approved by the Faculty. The criteria of appointment is as determined by the University from time to time.
  - (c) In the event of an emergency or the initial Internal Examiner does not fulfil his duties, the Dean of the Faculty may appoint another Internal Examiner to examine a candidate's dissertation provided that the said appointment is

reported to the Faculty as soon as possible.

- (d) The Faculty may replace an Internal Examiner who does not perform his duties satisfactorily with another Internal Examiner.
- (2) Programme of Study by Mixed Mode (coursework component), by Coursework and by Clinical
- (a) Appointment of Internal Examiner for the coursework component is as stated:
    - (i) The Faculty shall appoint a full-time or part-time University teacher as an Internal Examiner for the coursework component.
    - (ii) Tutors cannot be appointed as an internal examiner to examine any courses. However, he may with the consent and supervision of the course examiner, assist in marking the answer scripts for a particular course. For this purpose “answer scripts” refers to any written or printed outcome other than a dissertation submitted by a candidate to fulfil the course requirement in his Master’s degree programme.
    - (iii) In the event of an emergency, the Dean of the Faculty may appoint another Internal Examiner to examine any course provided that such appointment shall be notified to the Faculty as soon as possible.

### **38. Consultant**

If a consultant has been appointed to assist with the supervision of a candidate, the Faculty may require the consultant to prepare and submit a report with regard to the dissertation. The consultant’s report shall be presented at the meeting of the Committee of Examiners for the examination of the candidate’s dissertation.

### **39. Assessment for Programme of Study by Research**

- (1) The method of assessment shall be as follows:
  - (a) Method of assessment for a programme of study by Research shall be by examination of the dissertation and a *viva voce* examination (if necessary) with respect to the dissertation concerned.
  - (b) The dissertation shall be examined, evaluated and recommended by each examiner as to whether the candidate:
    - (i) is awarded a Master’s Degree (With Distinction) subject to the requirements stated in Regulation 60;
    - (ii) has attained sufficient academic merit for the award of the Degree without any amendments/corrections;
    - (iii) has attained sufficient academic merit for the award of the Degree subject to the candidate making minor corrections within a period of not exceeding three (3) months and verified by the Supervisor;
    - (iv) has attained sufficient academic merit for the award of the Degree subject to the candidate making major corrections within a period of not



- exceeding six (6) months and verified by the Supervisor and the Internal Examiner;
- (v) is required to undertake further work and submit the dissertation for re-examination within the period of six (6) to twelve (12) months;
  - (vi) has not attained the academic merit and is recommended to the Committee of Examiners that the candidate has failed in the dissertation examination and is not allowed to submit the dissertation for re-examination.
- (c) No mark or grade shall be awarded in the examination of a dissertation and *viva voce*.
- (d) The candidate shall be required by the Committee of Examiners to attend a *viva voce* examination with respect to his dissertation. The candidate shall be informed of the date of the meeting of the Committee of Examiners and if necessary to make a presentation during *viva voce*. The informal result can be announced after the meeting of the Committee of Examiners.
- (e) The Committee of Examiners has the authority to determine the method of conducting a *viva voce* examination. The Committee of Examiners may, if necessary, invite a teacher of the University who has the experience and expertise related to the field of research of the candidate to attend the meeting of the Committee of Examiners and the *viva voce* examination of the candidate concerned.
- (f) The Committee of Examiners shall, after considering the reports of the examiners, the candidate's dissertation and *viva voce* examination (if any), decide and recommend to the Senate whether the candidate concerned:
- (i) be awarded a Master's Degree (With Distinction) subject to the prescribed conditions;
  - (ii) has attained sufficient academic merit for the award of the Degree without any amendments/corrections;
  - (iii) has attained sufficient academic merit for the award of the degree subject to the candidate making minor corrections within a period of not exceeding three (3) months as recommended and verified by the Supervisor;
  - (iv) has attained sufficient academic merit for the award of the degree subject to the candidate making major corrections within a period of not exceeding six (6) months as recommended and verified by the Supervisor and the Internal Examiner;
  - (v) is required to undertake further work and submit the dissertation for re-examination within the period of six (6) to twelve (12) months from the date of the Senate;
  - (vi) has not attained the academic merit and is recommended to Senate that the candidate has failed in the dissertation examination and is not allowed to submit the dissertation for re-examination.

- (g) For the purpose of these regulations, “further work” means revision and re-writing the dissertation including further research with respect to the topic of the dissertation concerned. “Re-examination” means the re-evaluation of the candidate’s dissertation by the Committee of Examiners after conducting further work.
  - (h) Subject to the provisions of subregulation (1)(f)(v) above, the candidate is only allowed to submit his dissertation for re-examination once only.
  - (i) A candidate who is referred for further work is required by the Committee of Examiners to attend a *viva voce* examination (if necessary) with regard to his dissertation for a second time.
  - (j) Decision of the Committee of Examiners’ meeting shall be based on the examiners’ reports and the performance of the candidate during the *viva voce* (if any) and as far as possible be made unanimously. If a decision cannot be made, an additional examiner may be appointed to assist the Committee of Examiners in making a decision.
- (2) The corrections or re-examination of a dissertation shall be as follows:
- (a) A candidate who has been recommended with a Master’s Degree (With Distinction) or without having to make corrections/amendments in accordance with the provisions of subregulation (1)(f)(i) and (1)(f)(ii) above shall submit his dissertation within two (2) weeks. If the candidate fails to do so, he shall be deemed to have failed in the examination of his dissertation unless in certain circumstances an extension of not more than two (2) weeks to the period specified has been approved by the Dean of the Faculty. Any appeal after this extended duration is subject to the approval of the Senate on the recommendation of the Committee of Examiners.
  - (b) A candidate who is required to make minor or major corrections as provided under subregulation (1)(f)(iii) and (1)(f)(iv) above shall submit his dissertation before the end of the period stipulated for the said corrections. If the candidate fails to do so, he shall be deemed to have failed the examination of his dissertation unless in certain circumstances an extension of not more than three (3) months to the stipulated period is approved by the Dean of the Faculty. Any appeal after this extended duration is subject to approval of the Senate on the recommendation of the Committee of Examiners.
  - (c) In accordance with subregulations 2(a) and (b) above, if the Dean of the Faculty is the candidate's supervisor, the appeal for extension is subject to the approval of the Deputy Vice-Chancellor concerned.
  - (d) A candidate that has been required to conduct further work in accordance with the provisions in subregulation (1)(f)(v) above shall submit his dissertation before the end of the period stipulated to conduct further work. If the candidate fails to do so, he shall be deemed to have failed the examination of his dissertation unless an extension to the stipulated period is approved by the Senate, on the recommendation of the Committee of Examiners. For the purpose of this paragraph, the extension period will begin a day after the end of the stipulated period for further work.
  - (e) A candidate that is required to submit his dissertation for re-examination shall continue his candidature as a candidate and pay the fee concerned.

- (f) A dissertation that has been submitted for re-examination shall be sent to all the examiners concerned to be examined again and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for its consideration.
- (g) The Committee of Examiners concerned shall after considering the examiners' reports, the candidate's dissertation and *viva voce* examination (if any), decide and recommend whether the dissertation of the candidate achieves or does not achieve sufficient merit to be awarded a Master's Degree.
- (h) Subject to subregulation (2)(g) above, no candidate is allowed to submit his dissertation for re-examination more than once.

#### 40. Assessment for Programme of Study by Coursework

The method of assessment for the coursework shall be as follows:

(1) Grading Scheme

(a) Programme of Study by Coursework

- (i) The assessment of examinations shall be based on the following grading scheme:

Marks	Grade	Grade Point	Meaning
90.00 - 100.00	A+	4.0	High Distinction
80.00 - 89.99	A	4.0	Distinction
75.00 - 79.99	A-	3.7	
70.00 - 74.99	B+	3.3	Pass
65.00 - 69.99	B	3.0	
60.00 - 64.99	B-	2.7	Fail
55.00 - 59.99	C+	2.3	
50.00 - 54.99	C	2.0	
45.00 - 49.99	C-	1.7	
40.00 - 44.99	D+	1.5	
35.00 - 39.99	D	1.0	
30.00 - 34.99	D-	0.7	
0.00 - 34.99	F	0.0	

- (ii) All courses shall be assessed using grades A+ to F.
- (iii) The passing grade for all courses is grade B.
- (iv) Apart from the grades as shown in paragraph (i) above, the following grades may also be given to a candidate for the course pursued by him:
  - (A) Grade I, may be given when:
    - (aa) A candidate did not take the final examination due to medical or compassionate reasons; and/or

- (bb) A candidate has not fulfilled a part of the course requirements in a semester due to medical or compassionate reasons or a situation beyond the candidate's control that is accepted by the Committee of Examiners concerned.
  - (cc) Grade I that is given shall be managed in accordance with subregulation (c) below.
  - (B) Grade K is given for courses that are approved for transfer of credit without grade.
  - (C) Grade CT(APEL), is given for courses that are approved for transfer of credit without grade through APEL(C). (Senate approval 30.09.2020)
  - (D) Grade K1 is given for courses that are approved for course exemption.
  - (E) Grade P is given ~~in the first~~ every semester of registration for progressive courses which are conducted ~~in two (2) semesters~~ consecutively until the total credit of the course is completed except for clinical programme. Other than medical reasons, any candidates who does not complete grade P will be given grade F. (Senate approval 22.07.2021)
  - (F) Grade R is given for courses audited and fulfils the minimum of 80% attendance requirement. Credits are not given for this grade.
  - (G) Grade UR is given for courses audited and does not fulfil the minimum of 80% attendance requirement. Credits are not given for this grade.
  - (H) Grade W is given for a course where a candidate has withdrawn officially from one or more courses in a semester.
  - (I) Grade W1 is given for all courses when a candidate has withdrawn officially from a semester.
  - (J) Grade W2 is given for all courses when a candidate has withdrawn officially from the programme of study.
  - (K) Grade W3 is given when a candidate has withdrawn officially and is not charged any fees.
- (b) Absent from Examination

Subject to the provisions stated in these regulations, a candidate who does not attend the final examination for any course shall be given a zero (0) mark for the final examination component of the course.

- (c) Management of Grade I
- (i) Absent from Final Examination
- (A) Where a candidate does not attend part or whole of the examination because of medical reasons or on compassionate reasons i.e. misfortune or death of parents/parents in law and nearest kin such as guardians, child, spouse, sibling, grandfather or grandmother shall submit an application in writing to the Dean of the Faculty for his case to be considered by the Committee of Examiners concerned. In this situation, his case shall be managed in accordance with paragraph (B) below. If no written request is received, the case shall be managed in accordance with subregulation (b) above.
- (B) A written request as referred to in paragraph (A) above shall be submitted to the Dean of the Faculty not later than two (2) working days from the last date of the candidate's final examination paper. The written application shall be attached with:
- (aa) a medical certificate and a doctor's report pertaining to the type of illness and the health condition of the candidate issued by a Registered Medical Practitioner from the University Student Health Clinic/government hospital/teaching hospital/University of Malaya Medical Centre/Private Medical Centre due to medical reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or
- (bb) a report from the District Officer/police officer who is the head of the district if could not attend part of or the whole of his examination due to compassionate reasons as stated in paragraph (A) above.
- (C) Upon receipt of a written application as referred to in paragraphs (A) and (B) above, the Dean of the Faculty of the candidate shall report the matter to the Committee of Examiners concerned. The Committee of Examiners after considering the case may decide whether:
- (aa) the candidate is given zero (0) mark for the final examination component of the course he did not attend; or
- (bb) the candidate is given grade I and allowed to sit for the special examination for a course which the candidate did not attend. The Special Examination shall be held not later than two (2) weeks after the Committee of Examiners concerned has made its decision. For a candidate following a programme of study by Clinical, the candidate is allowed to sit again for an examination as determined by the Faculty for the course that the candidate did not attend after the Committee of Examiners concerned has made its decision.

- (D) Notwithstanding the provisions in paragraph (C)(bb) above, in certain circumstances, the Dean of the Faculty may allow the postponement of the date of the Special Examination until not later than two (2) weeks after the commencement of the following semester. On medical psychological/medical psychiatric/prolonged chronic disease, the postponement of the date of the special examination may be granted until not more than four (4) Normal Semesters and two (2) Special Semesters consecutively.
- (ii) Incompletion of part of the course requirement for the courses without final examination:
- (A) Where a candidate has not fulfilled part of the requirements of any course in a semester as set out in subregulation 39(1)(a)(iv)(A)(bb), a written application shall be submitted to the Dean of the Faculty latest before the commencement of the University's final examination and together with documents as stated in paragraphs 39(1)(c)(B)(aa) and 39(1)(c)(B)(bb) for medical/ compassionate reasons or submit a letter of endorsement/support for reasons beyond the control of the candidate.
- (B) For the purposes of paragraph (A) above, a candidate is required to complete part of the said course at the latest within one (1) week after the Committee of Examiners concerned makes a decision. However, in certain circumstances, the candidate's Dean of the Faculty may allow the postponement of completion of the course concerned at the latest before fifteenth lecture week for the following normal semester.
- (iii) In a case where the candidate is given a grade I as specified in the subregulations 39(1)(c)(ii)(A) and (B) above:
- (A) The candidate will not be charged any fees.
- (B) When the candidate passes the special examination or re-examination and/or completes part of the requirement for the course concerned, the grade obtained shall be given to replace the grade I in the semester in which the student obtained the grade I.
- (C) A candidate who does not take the special examination or re-examination for the course concerned when it is held and/or completes part of the course requirement within the specified period, the grade I for the course will be amended to the actual grade based on the achievement of the candidate for other components of the course concerned.
- (D) The candidate is not allowed to repeat the course concerned in any circumstances until the grade I is dropped.
- (E) The Committee of Examiners shall not in any circumstances

consider any written appeal by the candidate after the Committee of Examiners make their decision.

- (F) Notwithstanding the provisions in paragraph (E) above, any written appeal may only be considered for the purpose of reviewing the Committee of Examiners' decision pertaining to the termination of programme of study or the candidate's graduation.

#### 41. Assessment for Programme of Study by Mixed Mode

- (1) The assessment method of the research component shall be as prescribed under assessment method for programme of study by Research in Regulation 38.
- (2) The assessment method of the course component shall be as prescribed under the assessment method for programme of study by Coursework in Regulation 39.

#### 42. Assessment for Programme of Study by Clinical

- (1) The assessment method for a programme of study by Clinical at the Faculty of Dentistry shall be as follows:

(a) Grading Scheme

- (i) The assessment for a Master's degree programme by Clinical at the Faculty of Dentistry shall be based on the following Grading Scheme:

Marks	Grade	Meaning
90.00 - 100.00	A+	High Distinction
80.00 - 89.99	A	Distinction
75.00 - 79.99	A-	
70.00 - 74.99	B+	Pass
65.00 - 69.99	B	
60.00 - 64.99	B-	Fail
55.00 - 59.99	C+	
50.00 - 54.99	C	
45.00 - 49.99	C-	
40.00 - 44.99	D+	
35.00 - 39.99	D	
0.00 - 34.99	F	

- (2) Except for subregulation (1) above, the management of course assessment method for a programme by clinical at the Faculty of Dentistry shall be as prescribed under the assessment method for a programme of study by Coursework in Regulation 39.
- (3) The assessment method for a programme of study by Clinical at the Faculty of Medicine shall be based on the Grading Scheme as approved by the Senate and stated in the Postgraduate Handbook of the Faculty of Medicine.
- (4) Except subregulation (1) to (3) above, other regulation pertaining to assessment for

a programme of study by clinical shall be as approved by the Senate upon recommendation by the Faculty concerned.

#### 43. Management of Marks and Grades

- (1) Marks and grades for courses shall be presented to the Committee of Examiners within the period prescribed by the University. Final marks and grades for a course for each candidate are as approved by the Committee of Examiners.
- (2) For candidates who pursue the programme by Coursework and Mixed Mode (course component), the final grade for a course after the final examination at the end of each semester shall be communicated to the candidates according to the method prescribed by the University.
- (3) For candidates pursuing the programme by Clinical, the final grade for a course after every professional examination shall be communicated to the candidates according to the method prescribed by the University.
- (4) The Registrar is responsible for keeping the official records of a candidate and to release the following to each candidate:
  - (a) the results of the examination for his programme of study; and
  - (b) the academic record of the candidate after the completion of his programme of study.

#### 44. Determination of Academic Performance (except for Programme of Study by Clinical)

- (1) The academic performance of a candidate in a semester is determined by the GPA and CGPA. GPA is calculated by dividing the total grade points obtained by the total credit taken in a semester.
- (2) The CGPA is calculated by dividing the total grade points obtained by the total credit for all courses taken beginning from the first semester to the current semester.

An example of GPA and CGPA calculation:

Course	Grade	Grade Point	Credit	Credit X Grade Point
<b>Semester I</b>				
Course 1	A+	4.00	3	3 X 4.00 =
Course 2	B+	3.30	3	12.00
Course 3	B-	2.70	3	3 X 3.30 = 9.90
Course 4	B	3.00	3	3 X 2.70 = 8.10
<b>Total</b>			<b>12</b>	3 X 3.00 = 9.00 <b>39.00</b>
Credit counted : 12		Total grade point: 39.00		
Total credits accumulated : 12		Total grade point obtained: 39.00		
GPA = 39/12 = <b>3.25</b>				



Semester II				
Course 5	B+	3.30	3	3 X 3.3 = 9.90
Course 6	B	3.00	3	3 X 3.0 = 9.00
Course 7	B-	2.70	3	3 X 2.7 = 8.10
Total			9	27.00
Credit counted : 9		Total grade point: 27.00		
Total credits accumulated : 21		Total grade point obtained: 66.00		
GPA = $\frac{27}{9}$ = <b>3.00</b>		CGPA = $\frac{66}{21}$ = <b>3.14</b>		

- (3) For the purpose of paragraphs (1) and (2) above, the value of GPA and CGPA in a semester cannot be rounded up without any amendment to the marks of any course registered in the semester concerned.
- (4) Grade points and credit for a course that are obtained in a semester shall be included in the calculation of the GPA and CGPA for that semester.
- (5) Determination of GPA and CGPA based on Credit Counted and completion of his degree based on Credit Obtained are as stated in the following table:

Grade	Determination of GPA and CGPA		Completion of Degree
	Credit Obtained	Credit Counted	
A+ to B	Yes	Yes	Yes
B- to F	No	Yes	No
K, CT(APEL)	Yes	No	Yes
I, P, W, W1, W2, W3, R, UR, K1	No	No	No

\*Note: Does not apply to programme by clinical.

- (6) Courses given grades I and P will not be given credit until the actual grade of that course is obtained in the semester concerned.
- (7) Notwithstanding anything mentioned in paragraphs (1) to (6) above, the calculation of CGPA for a candidate repeating the failed course, the best grade point will be taken into account.
- (8) In the circumstances where any candidate who has been found guilty and punished under Rules 6 and 8(a) to (d) of the University of Malaya (Discipline of Students) Rules 1999, a zero (0) mark with grade F will be given for the course concerned as determined by the Senate.

#### 45. Academic Probation Period

- (1) Any candidate with a GPA of below 3.00 in a semester will be given the result Probation for that semester concerned and be placed in an Academic Probationary Period in the following semester where the candidate registers. This period will remain until the candidate's GPA achieves 3.00.

- (2) When a candidate is placed in an Academic Probationary Period in a semester, the Dean of the Faculty or the Deputy Dean of Postgraduate shall caution the candidate concerned about his academic observation status. The caution should contain clear statement as to what amounts to “satisfactory progress” and what the candidate needs to do to achieve it.

#### **46. Academic Dishonesty** (Senate approval 25.02.2021)

- (1) Academic dishonesty may occur in various forms including but not limited to:
  - (a) plagiarism – the act of someone using someone else’s ideas without citing the source;
  - (b) false excerpt – quoting sources which never have been used or linking the work produced with reference materials which were never referred to or the source obtained;
  - (c) falsifying information – fabricating or changing the data in order to create confusion, for example, changing data to obtain a better experimental result;
  - (d) conspire or abet – copying the work of another candidate, asking someone else to write a person’s assignment, or allowing another student to borrow his work;
  - (e) cheating in exams – bringing or having access to books or any material in any form or format illegally during an examination or assessment or in any assignment which would be used by the lecturer/tutor/examiner as the basis of assessment, and
  - (f) contract cheating and disguising – the work of a candidate was completed by another person, usually including a payment to the third party but would be submitted as his own work.
- (2) Any candidate who is found committing an act which amounts to academic dishonesty can be subject to disciplinary action by the University.

#### **47. Failed and Terminated from Programme of Study**

- (1) A candidate is termed as failed and terminated from the programme of study if:
  - (a) he does not achieve at least a minimum passing grade for the core course including compulsory courses by the Faculty after three (3) attempts;
  - (b) obtains a GPA of less than 3.00 for three (3) consecutive semesters including Special Semester (if any);
  - (c) a candidate who is re-admitted after being terminated from his programme of study and obtains a CGPA of less than 3.00 for the examinations in the semester in which he has registered immediately upon re-admission will be terminated from his study;
  - (d) the candidate’s Progress Report is unsatisfactory for two (2) consecutive semesters;

- (e) fails in his Candidature Defence presentation twice (2);
  - (f) fails in the dissertation's examination and *viva voce* (if any); or
  - (g) fails to fulfil the conditions and graduation requirements of the programme of study within the specified maximum duration.
- (2) Any candidate may also be terminated from the programme of study if:
- (a) the candidate was found to plagiarise his dissertation or research report as stipulated under the University of Malaya (Discipline of Students) Rules 1999;
  - (b) the candidate was found to have given false information pertaining to his admission to the University or committed any academic dishonesty other than that stipulated in the University of Malaya (Discipline of Students) Rules 1999; or
  - (c) failure to renew his candidature for two (2) consecutive semesters.
- (3) Senate may use its discretion to terminate the registration of any candidate at any time if the Senate is of the opinion that the candidate is incapable to continue with his programme of study. The candidate's name will be removed from the list of student register of the University and the candidate shall cease being a student of the University. The decision made by the Senate according to subrule 6(5) shall be final.
- (4) The failure of any candidate to pay all fees and other payments within the stipulated time by the University may cause the candidate to be barred from registering in the following semester and his status as a student of the University may be terminated.
- (5) A candidate is not permitted to register concurrently for any other programme of study that will lead to the award of any degree in this University or any other university or institution. Any candidate found to be in breach of this regulation may have his candidature terminated by the University without refund of any fees and other payments that have been paid.
- (6) When a candidate has been terminated from his programme of study, the termination notice shall be sent to the candidate by the Director of Academic Administration and Services Centre.

#### **48. Minimum Requirement for Academic Performance for Course Component (except for Programme of Study by Clinical)**

To fulfil the minimum requirements for academic performance at the University, a candidate shall obtain a GPA and CGPA of not less than 3.00 for each semester until the completion of his studies.

#### **49. Repeating a Failed Course**

- (1) A candidate who fails any Core courses is required to repeat the same course until he achieves at least a passing grade subject to the maximum duration of his candidature. The best grade point will be taken into account for the calculation of the CGPA.

- (2) A candidate who fails any Elective course, may repeat the same course or take another course in the same course category as replacement to the failed course.

Calculation of CGPA is as follows:

- (a) For a candidate repeating the same course, the best grade point will be taken into account; and
  - (b) For a candidate taking a different course as replacement, the grade point of that course will be taken into account cumulatively.
- (3) Notwithstanding anything stated in paragraphs (1) and (2) above, if a candidate obtained a fail grade for three (3) times for the same course, the candidate shall be terminated from his programme of study.

## **50. Special Examination**

- (1) Apart from the Special Examination for the purpose of replacing a Grade I approved by the Committee of Examiners, a special examination for other purposes or for exceptional circumstances will only be given to candidates subject to the Senate's approval.
- (2) For the purposes of subregulation (1) above, Special Examination refers to:
  - (a) any final examination held after the original date of examination as stipulated in the Examination Schedule; and/or
  - (b) any other suitable form of assessment which is given to candidate with physical disability who are unable to take the examination on the recommendation of the Faculty concerned in order to replace the examination that has been determined.
- (3) In the event of emergency, the Vice-Chancellor may, after considering the recommendation from the Dean of the Faculty concerned, give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.
- (4) A candidate who does not take the whole or part of the special examination of a course registered without reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the whole or part of the course.

## **51. Other Matters Related to Examination**

- (1) Examination Invigilators

Examination invigilators shall be appointed for each examination and is responsible to the Vice-Chancellor.

- (2) General Instructions for Examination

General Instructions for examination is issued from time to time by the University. Each examination conducted by the University is subject to the General Instructions for examination as specified in Schedule 2 of these Regulations.

(3) Illness during examination

A candidate who falls ill at the time of the examination shall report to the chief invigilator or any invigilator who is on duty. He shall then arrange for the candidate to be examined immediately by the Registered Medical Practitioner of the University Student Health Clinic or University of Malaya Medical Centre or Government Hospital. The doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Dean of the Faculty as soon as possible but not later than two (2) working days from the date of the candidate's last examination paper.

(4) Examination Results

- (a) Results of all University examinations shall be submitted for the approval of the Senate or to any other party duly authorized by the Senate.
- (b) The date of the official notification is the date when the results of the examination are notified to the candidate by the Examination and Graduation Section through any methods and/or any channels as may be prescribed by the University.

(5) Confidentiality in Examination Matters

All matters relating to the examination, including the appointment of examiners, examiners' reports and exam scores are confidential and will not be disclosed to any party except with the permission of the University.

**PART IX**  
**APPEAL**

**52. Appeal Against Examination Results**

- (1) A candidate who is not satisfied with his examination results including the continuous assessment component and/or final examination of the course may appeal for a review of his examination results. The appeal shall be made within two ~~2) weeks~~ seven (7) days from the official date of announcement of his examination results.

(Senate approval 22.07.2021)

- (2) A payment based on the prescribed rate shall be made to process the application for the final examination results to be reviewed. The payment made is non-refundable regardless whether the appeal is successful or otherwise.
- (3) The appeal shall be made in a form prescribed by the University. The completed form shall be submitted to the Dean of the Faculty together with a copy of the receipt of the payment for the appeal made.
- (4) The form for an appeal will not be accepted if it is:
- (a) submitted after the period stipulated in subregulation (1);
  - (b) incomplete; or
  - (c) submitted without the payment receipt.

- (5) When an appeal is received, the Dean of the Faculty shall appoint a second examiner for the course concerned. The original Examiner and the appointed second Examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Faculty Appeals Committee.
- (6) The Faculty Appeals Committee will decide whether the mark and/or grade of the said candidate is retained or amended. The original examiner and the second examiner concerned may attend the Faculty Appeals Committee's meeting if needed.
- (7) The Faculty Appeals Committee shall make recommendations of any amendments of marks and/or grades of the candidate to the Committee of Examiners for their approval.

### **53. Appeal to Review Examination Results of Dissertation**

- (1) A candidate who is not satisfied with the examination results of the dissertation may appeal in writing to Director of Academic Administration and Services Centre within one (1) month from the date of notification of examination results.
- (2) The candidate's appeal will be considered by the Deputy Vice-Chancellor concerned. If the candidate's appeal does not merit consideration, the candidate will be informed that his appeal was rejected. If the candidate's appeal merits consideration, the appeal will be brought to the Special Senate Committee to review the examination results of the dissertation and submit its recommendation to the Senate.
- (3) The Special Senate Committee shall comprise of the Deputy Vice-Chancellor concerned as Chairman and two (2) members of the Senate from the Science and Arts field.

### **54. Appeal to Continue with Studies**

- (1) A candidate who has failed and exited from a course examination may appeal in writing to continue his studies to the Dean of the Faculty concerned within one (1) semester from the date of notification of his examination results. The candidate's appeal will not be considered if the candidate exceeds the specified period.
- (2) The candidate's appeal will be reviewed and considered by the Faculty Appeals Committee before recommended to the University Appeals Committee.
- (3) Subject to subregulation (1) above, the following appeals will not be reconsidered:
  - (a) a candidate whose appeal has been approved, and failed and exited in the semester in which the candidate was re-admitted; or
  - (b) the candidate's appeal was rejected by the University Appeals Committee.

#### **55. Appeal to Activate Candidature**

- (1) A candidate whose candidature has lapsed due to failure to renew his candidature, may submit an appeal to the Dean of the Faculty to continue his studies. The appeal shall be made in accordance with the procedure as prescribed by the University.
- (2) Approval to activate the candidature may only be given if the lapsed candidature does not exceed two (2) semesters at any one time, subject to the remaining duration of candidature. A candidate whose appeal is approved has to pay a fine at the rate prescribed by the University.

#### **56. Appeal to Extend Maximum Duration of Candidature**

- (1) A candidate whose maximum candidature duration is about to expire but still requires time to complete the dissertation and other graduation requirements, may submit an appeal to extend the maximum duration of his candidature to the Dean of the Faculty. The appeal shall be made in the last semester before his candidature lapses and shall be made in accordance with the procedure as prescribed by the University.
- (2) Extension of the maximum duration of candidature may be given for one (1) semester only at a time. Notwithstanding the provisions of this subregulation, the maximum extension duration that may be approved for a candidate shall not exceed three (3) semesters. The candidate's status after the expiry of maximum extension duration is "Failed and Exit".

#### **57. Membership of the Faculty Appeals Committee**

- (1) The Faculty level Appeals Committee comprises of:
  - (a) Dean of the Faculty as Chairman;
  - (b) Faculty's Deputy Dean of Postgraduate;
  - (c) Head of Department concerned;
  - (d) Programme Coordinator concerned; and
  - (e) Full-time teacher appointed by the Faculty.
- (2) If the Dean of the Faculty for any reason is unable to perform his duties as Chairman of the Faculty Appeals Committee, the Faculty's Deputy Dean of Postgraduate may perform the duties of the Dean as Chairman of the Appeals Committee at the said Faculty level.
- (3) Quorum of the Faculty Appeals Committee meeting shall comprise of Chairman and two (2) members.

#### **58. Powers of the Faculty Appeals Committee**

- (1) The Faculty Appeals Committee shall consider and approve the matters below:
  - (a) appeal from a candidate who obtained unsatisfactory status for his Progress Report for two (2) consecutive semesters, and

- (b) appeal from a candidate who has failed twice (2) in his Candidature Defence presentation.
- (2) The Faculty Appeals Committee shall consider and recommend to the Committee of Examiners of any amendments on marks and/or course grade for approval.
- (3) The Faculty Appeals Committee shall consider and recommend to the University Appeals Committee as below:
  - (a) appeal from a candidate that has failed and exited studies according to regulations 47(1)(a) until (c) and 47(1)(g) based on academic achievement except for subregulation 47(1)(f) which is directed to the Special Senate Committee;
  - (b) appeal by a candidate whose extension period has lapsed after his maximum candidature duration ended, and
  - (c) appeal by a candidate whose study was terminated for failure to complete his candidature within a duration of two (2) consecutive semesters.

**PART X**  
**READMISSION TO THE DEGREE PROGRAMME OF STUDY**

**59. Readmission to the Degree Programme of Study**

- (1) A candidate who has withdrawn from his programme of study may apply for consideration for readmission to the previous degree programme of study or any other higher degree programme of study in the University.
- (2) A candidate who pursued the Master's Degree programme of study by Research and by Mixed Mode whose candidature was terminated for the following reasons, may apply to be considered for readmission for his programme of study subject to the condition that the candidate enrolls to different research topic and supervised by a different supervisor and does not use any data from the previous research:
  - (a) has failed in all forms of assessment including the examination;
  - (b) his candidature lapsed due to failure to renew the candidature; or
  - (c) has exceeded the maximum duration of candidature.
- (3) A candidate who pursued a Master's Degree programme of study by Coursework or by Clinical that was terminated for the following reasons may apply to be considered for readmission to a degree programme of study subject to the condition that he has to pursue a different programme of study:
  - (a) studies was terminated due to failure in the examination;
  - (b) his candidature has lapsed due to failure to renew the candidature; or
  - (c) has exceeded the maximum duration of candidature.



## **PART XI GRADUATION**

### **60. Programme of Study by Research**

A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Research:

- (1) has achieved sufficient academic merit and has passed in the examination of his dissertation and *viva voce* (if any) and/or other designated test;
- (2) has fulfilled other requirements determined by the Faculty where the candidate is pursuing his programme of study;
- (3) has fulfilled the language requirements as prescribed; and
- (4) has fulfilled the other requirements approved by the Senate from time to time.

### **61. Programme of Study by Coursework and Mixed Mode**

A candidate shall fulfil the following requirements that has been stipulated for a programme of study by Coursework and Mixed Mode:

- (1) Fulfil the requirements of the course component, that is:
  - (a) achieves a final CGPA of 3.00 and above;
  - (b) completes the number of credits as prescribed for his Master's degree;
  - (c) fulfils the Faculty requirements, if any, where he is registered for his Master's programme;
  - (d) fulfils the language requirements as prescribed; and
  - (e) fulfils the other requirements approved by the Senate from time to time.
- (2) For a programme of study by coursework, the number of credits required for the purpose of graduation is at least  $\frac{2}{3}$  of the total number of credits for his programme of study and shall be obtained from courses carried out by this University except for University collaborative programmes and professional programmes governed by the respective professional body concerned.
- (3) For programme of study by mixed mode, the candidate shall fulfil requirements of the research component, as prescribed in Regulation 59.

### **62. Programme of Study by Clinical**

A candidate shall meet the following requirements for the purpose of graduation for a programme of study by Clinical:

- (1) passes the prescribed Examination for the Master's Degree programme by Clinical concerned;

- (2) fulfils other requirements set by the Faculty, if any, for the Master's Degree programme by Clinical concerned;
- (3) fulfils the language requirements, if any, as prescribed; and
- (4) fulfils other requirements approved by Senate from time to time.

### **63. Conferment of Master's Degree (With Distinction)**

- (1) Programme of Study by Research and by Mixed Mode

A candidate who has met the requirements for graduation as provided in Regulations 60 and 61 may be awarded a Master's Degree (With Distinction) if he:

- (a) has achieved a final CGPA of 3.70 and above;
  - (b) has never failed any courses;
  - (c) has never repeated any courses throughout his programme of study;
  - (d) the dissertation is recommended as Excellent by the Committee of Examiners based on the examiners' report;
  - (e) the dissertation and course component has been completed and submitted by the candidate for examination not exceeding five (5) semesters from the date of the candidate's initial registration; and
  - (f) the dissertation is his first submission for examination; and
  - (g) fulfils all other requirements determined by the Faculty from time to time.
- (2) Programme of Study by Coursework

A candidate who has met the requirements for graduation as provided in Regulation 61 may be awarded the Master's Degree (With Distinction) if he:

- (a) has achieved a final CGPA of 3.70 and above;
  - (b) has never failed any courses;
  - (c) has never repeated any courses throughout his programme of study;
  - (d) has completed his programme of study for the course component within a duration not exceeding four (4) Semesters from the date of the candidate's initial registration except for a candidate for a Master of Business Administration programme and a Master of Architecture programme within a duration not exceeding five (5) semesters;
- (3) Programme of Study by Clinical
- (a) A candidate of the Faculty of Dentistry who has met the requirements for graduation as provided in Regulation 62 may be awarded a Master's Degree (With Distinction) if he:

- (i) has achieved grade A+ for all Core Courses in the professional examination;
  - (ii) has never failed any courses;
  - (iii) has never repeated any courses throughout the duration of the Master's programme of study;
  - (iv) has completed the programme of study within a period as below:
    - (A) not exceeding four (4) years from the initial registration of the full-time candidate; or
    - (B) not exceeding five (5) years from the initial registration of the part-time candidate.
- (b) A candidate from the Faculty of Medicine who has met the requirements for graduation as provided in Regulation 62 may be awarded a Master's Degree (With Distinction) as has been approved by the Senate and stated in the Postgraduate Handbook of the Faculty of Medicine.

#### **64 Aegrotat Award**

Notwithstanding Regulations 60, 61 and 62 above, in a situation where a candidate is unable to complete his programme of study due to medical reasons or has passed away may be considered to be given an Aegrotat Award. The award shall be managed as set out in Schedule 3 to this Regulation.

### **PART XII** **GENERAL**

#### **65 Non-graduating Candidate**

The Dean of the Faculty is given the authority to enroll any person as a non-graduating candidate subject to the following requirements:

- (1) not more than one calendar year if the candidate is conducting a research or not more than one academic session if the candidate is taking courses; and
- (2) the total number of courses that may be taken by the non-graduating candidate cannot be more than two-thirds of the total maximum number of credit assigned to a candidate pursuing a programme of study in any one semester.

#### **66. Mobility Programme Candidate**

The Dean of the Faculty is given the authority to accept any person as a mobility programme candidate subject to the following requirements:

- (1) not more than one calendar year if he conducts research, or not more than one academic session if he is taking courses.

- (2) may register any courses and may sit for the University final examination. The examination results will be given to the candidate or may be sent directly to his university or institution.

#### **67. Auditing Courses**

- (1) The Dean of the Faculty is given the authority to allow a candidate to audit courses subject to the following requirements:
  - (a) obtaining the approval of the teacher in charge of the course, and
  - (b) not more than one academic session.
- (2) The teacher will verify that the candidate has fulfilled the criteria determined by the Faculty for a programme of study by Clinical or the minimum requirement of eighty percent (80%) attendance for a programme of study by research, by mixed mode and by coursework for the candidate to be eligible to be awarded a grade R for the audited course and recorded in the academic transcript.
- (3) It is not compulsory for the candidate to sit for the examination of the course.

#### **68. Authority of the Senate**

The Senate has the authority to make, repeal or amend any regulations governing the Degree programme of study as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be announced to the candidate before the commencement of the candidate's academic session.

#### **69. Exemption from Application**

Notwithstanding anything that is stated in these Regulations, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any Degree programme of study of the University.

#### **70. Compliance to the Universities and University Colleges Act 1971, the Constitution of University of Malaya, Statutes, Rules and Regulations of the University**

Every candidate is subject to the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, other statute, rules and regulations currently applicable in the University including the University of Malaya (Discipline of Students) Rules 1999.

#### **71. Repeal**

Subject to Regulation 1(3), University of Malaya (Master's Degree) Regulations 2014 and University of Malaya (Asia-Europe Institute Master's Degree) Regulations 2011 are hereby repealed.

Updated on ~~25th February 2021~~ 22.07.2021 by the Senate of the Universiti Malaya

**ENTRY REQUIREMENT AND ENGLISH LANGUAGE COMPETENCY REQUIREMENT  
FOR ADMISSION TO MASTERS DEGREE PROGRAMME**

**1. ENTRY REQUIREMENT**

(1) The minimum entry requirement for an academic programme is as follows:

(a) Programme by Research/by Mixed Mode and by Coursework

(i) Bachelor's degree with a CGPA not less than 3.00;

Or

(ii) Bachelor's degree with a CGPA between 2.70 to 2.99 and fulfil at least one (1) criteria as follows:

(A) graduate of University of Malaya;

(B) Has at least one (1) year of working experience in the related field;

(C) has produced publications in the related fields;

(D) is a scholarship recipient;

(E) a government agency staff;

(F) passed the interview conducted by the Faculty; or

(G) passed the special assessment by the Faculty.

Or

(iii) Bachelor's degree with a CGPA of 2.50 to 2.69 and fulfil at least one (1) criteria (for UM graduate applicant) or two (2) criteria (for non-UM graduate applicant) as listed:

(A) has at least one (1) year of working experience in the related field;

(B) has produced publications in the related fields;

(C) is a scholarship recipient;

(D) a government agency staff;

(E) passed the interview conducted by the Faculty; or

(F) passed the special assessment by the Faculty.

Or

(iv) Bachelor's degree with a CGPA of 2.00 to 2.49 and meets at least one (1) of the following criteria (for UM graduate applicant) or two (2) criteria (for non-UM graduate applicant) listed below:

(A) has related working experience in the related field not less than five (5) years;

(B) published at least one (1) publication in a refereed journal in the related field;

(C) Passed the interview conducted by the Faculty (compulsory for non-UM graduate applicant); or

(D) Passed the Faculty's special assessment.

Or

(v) professional qualification from a recognised professional body.

Or

(vi) other qualification approved by Senate from time to time.

Or

(vii) APEL (A) qualification (only for programme by Mixed Mode and Coursework)

(b) Programme by Clinical

(i) Bachelor of Medicine and Bachelor of Surgery (for programme in the Faculty of Medicine) or Bachelor of Dental Surgery (for programme in Faculty of Dentistry);

Or

(ii) professional qualification from a recognised professional body;

Or

(iii) other qualification approved by the Senate from time to time.

(2) Subject to the requirement to fulfil the minimum requirement as stated in subregulation (1) above, the applicant shall also fulfil the special requirements determined by the Faculty for each Master's Degree programme of study concerned.

## **2. ENGLISH LANGUAGE COMPETENCY REQUIREMENTS**

(1) A non-citizen applicant who obtained his degree from a university or institution of higher learning which does not use English Language as the medium of instruction

for the relevant degree who wishes to follow a degree programme of study and/or write his dissertation in the English Language shall fulfil the English Language competency requirement determined by the University as in the paragraphs below:

- (a) A non-citizen applicant who wishes to follow a Master's Degree Programme (other than specific programme at the Faculty of Languages and Linguistics and all programmes in the Faculty of Medicine) shall obtain at least the result below in one of the English Language competency examination as stated below:
- (i) a minimum score of 550 for paper-based total (PBT), a score of 213 for the computer-based total (CBT) or a score of 80 for the internet-based total (IBT) for the Test of English as a Foreign Language (TOEFL);
  - (ii) a minimum score of band 5.5 on the International English Language Testing System (IELTS) (Academic);
  - (iii) score according to the respective standard programmes if it is higher than (i) and (ii).
  - (iv) for any standard programme which states that the TOEFL or IELTS (Academic) score is lower than the minimum score of the University, these programmes should follow the minimum score set by the University;
  - (v) Pearson Test of Academic English (PTE Academic) with a minimum score of 42;
  - (vi) minimum Grade C for the English Language subject General Certificate of Education (A-Level);
  - (vii) minimum Grade C for the Cambridge English: First (FCE);
  - (viii) minimum Grade C for Cambridge English: Advance (CAE);
  - (ix) minimum Grade C for Cambridge English: Proficiency (CPE); or
  - (x) minimum band 4 Malaysian University English Test (MUET).

OR

- (b) For non-citizen applicants who wishes to follow a Master's Degree programme as stated below at the Faculty of Languages and Linguistics and Master's Degree at the Faculty of Medicine shall obtain the result as follows:
- (i) Master of English Language Studies programme and Master of Arts (Linguistics) programme
    - (A) a minimum score of 550 on the paper-based total (PBT), a score of 213 for the computer-based total (CBT) or a score of 80 for the internet-based total (IBT) for the Test of English as a Foreign Language (TOEFL); or
    - (B) a minimum score of band 6.0 on the International English Language Testing System (IELTS) (Academic).

- (ii) Faculty of Medicine Master's Degree Programme
  - (A) a minimum score of 600 on the paper-based total (PBT), a score of 250 for the computer-based total (CBT) or a score of 100 for the internet-based total (IBT) on the Test of English as a Foreign Language (TOEFL); or
  - (B) a minimum score of band 6.0 for the International English Language Testing System (IELTS) (Academic).
- (2) Notwithstanding anything mentioned above, subject to the approval of the Senate and based on the requirements of the Master's Degree programme, the Faculty may consider other qualification/competency in English Language apart from what is stated in paragraph 1 above.
- (3) A non-citizen applicant with the background as stated below is exempted from the English Language requirement:
  - (a) from a Country where the National Language is the English Language;
  - (b) to use the academic qualification from an institution which uses English Language fully as their medium of instruction; or
  - (c) has studies in Malaysia and plans to further his study at a higher level subject to the requirement in (b).
- (4) A non-citizen applicant pursuing a programme of study and/or writing a dissertation in a language other than English Language, that is, *Bahasa Malaysia* and Arabic, which is related to his field of research prior to graduation is required to:
  - (a) obtain a minimum score of 500 or a score according to the respective standard programme for TOEFL; or
  - (b) obtain a minimum score of 400 or a score according to the respective programme standard for TOEFL for programmes in Academy of Islamic Studies, Academy of Malay Studies and Faculty of Languages and Linguistics; or (Senate approval 25.03.2021)
  - (c) obtain at least a band 5.0 or a band according to the programme standard respectively for IELTS (Academic); or
  - (d) obtain at least a band of 4.0 or a band according to the band set by each programme standard for IELTS (Academic) for programmes in Academy of Islamic Studies, Academy of Malay Studies and Faculty of Languages and Linguistics; or
  - (e) a candidate who wishes to change his dissertation writing from *Bahasa Malaysia* or Arabic Language to English Language shall fulfil requirement (2)(1)(a) or (b) before he can be conferred a degree.



**GENERAL EXAMINATION INSTRUCTIONS**

**1. INSTRUCTIONS TO EXAMINATION CANDIDATES/STUDENTS**

**(1) EXAMINATION TIMETABLE**

Candidates/students need to observe and take note of:

(a) Date, time, place and the examination mode of each course as stated in the Examination Timetable which is posted on the students' portal. Any amendment will be posted in the student's portal and around the examination hall/RC.

(b) The official examination schedule is determined as follows:

MORNING SESSION (1)	:	8:30 (0830) AM
MORNING SESSION (2)	:	11:30 (1130) AM
EVENING SESSION (3)	:	3:00 (1500) PM
NIGHT SESSION (4)	:	8:15 (2015) PM

**(2) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD**

Candidates must bring along their self-identification document (Identity Card/Passport and Student Registration Card) in order to make them eligible to sit for their respective examinations. Candidates who do not bring any self-identification document (Identity Card/Passport and Student Registration Card) will be requested to fill up the form that has been prescribed by the University at the examination location.

If the examination is conducted in an online mode, the candidates/students have to comply with the procedure providing self-identification for purposes of sitting for the examinations as prescribed under the directions by the University or the respective Responsibility Centres.

**(3) PROHIBITIONS AND PROCEDURES FOR EXIT/ENTRY OF THE EXAMINATION HALL**

(a) Candidates/students are **NOT ALLOWED** to enter or bring into the examination hall any of the following matters:-

(i) wear any clothing that covers the face other than a face mask, immodest and inappropriate clothing according to

the situation, for example, slippers, hats, shorts and gloves except for medical students during clinical and in the laboratory;

- (ii) any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Invigilator/Chief Invigilator;
- (iii) communication equipment which is mobile phones. If the mobile phones are taken in, the candidates/students are required to turn them off and put them in the plastic bag supplied before putting them under the table;
- (iv) electronics equipments (including those with casing) or gadgets such as calculators, smart watches, ear plugs, tablets, laptops, electronic dictionaries with memory capacity;
- (v) personal items (any forms of bag including handbags, wallets, purses and so on), cigarette including vape, drinks and food are prohibited save for drinking water/mineral water in a small bottle which is transparent and has to be placed under the examination table.

If any candidate/student do any matter or accidentally bring in any of the things mentioned in para 3(a) above, the candidate/student **CAN** be asked to leave the examination hall by the Invigilator/Chief Invigilator, if he refuses to do so.

If the examination is conducted using the online mode, the candidates/students are not allowed to have access to books or any material in any form or format or has access to any links illegally unless it is allowed for the subject concerned.

- (b) Candidates/students **ARE NOT ALLOWED** to bring out of the examination hall any of the following items:-
  - (i) the question paper and attachments provided unless with the permission of the Invigilator/Chief Invigilator;
  - (ii) examination answer booklet (which has been used or not used);
  - (iii) the student's answer script and/or the Multiple Choice Question (MCQ) paper;

- (iv) examination materials which were supplied (such as acts, log books and so on);
- (v) examination attendance slip;

If the examination is conducted using the online mode, the candidates/students are not allowed to make a duplicate copy or download in any form and format, the examination questions and answer scripts unless as is allowed or instructed in accordance with the subject concerned.

- (c) The procedure to exit/enter the examination hall is as follows:-
  - (i) candidates/students **are not allowed to enter** the examination hall **30 minutes after the examination begins**. Howsoever, candidates/students who are late but not later than the 30 minutes time limit may be allowed to enter with the permission of the Chief Invigilator and will not be given extra time for the examination for the paper concerned;
  - (ii) candidates/students **are not allowed to leave** the examination hall within **the first 30 minutes after the examination begins AND 15 minutes before the examination ends**;
  - (iii) candidates/students are not allowed to enter or leave the examination hall until the Chief Invigilator has made the announcement to do so.
  - (iv) Candidates are responsible for sitting in the spaces provided for each examination paper.

If the examination is conducted using the online mode, the candidates/students are required to comply with the instructions that have been laid down regarding the attendance or access to the relevant link and the time period which has been set to conduct the said examination. The failure of a candidate/student to comply with the said instructions which have been laid down and complete the examination within the time period which has been determined, it then becomes the responsibility of the candidate/student, unless the candidate/student can prove that he was facing a technical problem which was beyond his control.

#### **(4) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL**

- (a) Candidates/students **CANNOT-**

- (i) receive any books, papers, brochures or pictures or any other documents and electronic/telecommunication devices from anyone, except goods/materials allowed by and supplied by the Examiner/Invigilator/Chief Invigilator;
- (ii) communicate and interact with one another in any way during the examination. If candidates/students want to speak to the Examiner/Invigilator/Chief Invigilator, candidates/students must raise their hands;
- (iii) leave the examination hall except with the permission of the Examiner/Invigilator/Chief Invigilator. If candidates/students want to go to the toilet, the candidates/students must raise their hands. The candidates/students will be accompanied by an identified staff/examination assistant.

If the examination is conducted using the online mode, candidates/students are not allowed to contact or communicate with any other students or any other persons, using any method or medium of communication save as is allowed or instructed for the subject concerned.

- (b) Once seated, or after having access to the examination access or link (for examinations conducted using the online mode), the

**CANDIDATES/STUDENTS MUST-**

- (i) fill in the attendance details in the Attendance Slips and put it together with the self-identification document on the right-hand corner of the table to be collected by the Invigilators, or fill in the attendance details according to the format instructed (if the examination is conducted using the online mode);
- (ii) comply with all instructions listed on the front page of the question paper and answer booklet and write any information needed on the answer booklet. All outlines of answers must be made in the answer booklet only. Candidates/students are not allowed to tear/separate any part of paper of the answer booklet. If the examinations are conducted using the online mode, candidates/students have to comply with the instructions to answer the questions as has been determined.

- (iii) **CANDIDATES/STUDENTS ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET.**

**(5) INSTRUCTIONS AFTER THE END OF EXAMINATION**

- (a) **CANDIDATES/STUDENTS MUST** take note and take the following actions after the Examiner/Invigilator/Chief Invigilator announces the end of each examination-
  - (i) stop writing;
  - (ii) bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and
  - (iii) place the answer booklet on the right-hand corner of their respective examination tables to allow the Examiner/Invigilator/Chief Invigilator to collect the answer booklet.
- (b) If the examination is conducted using the online mode, the candidates/students are required to submit or produce the answers according to the format or medium and within the duration as has been prescribed for the subject concerned.

**2. SUSPENSION OR CANCELLATION OF EXAMINATION**

- (1) If the Vice-Chancellor has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
- (2) If a situation arises where the Examiner/Invigilator/Chief Invigilator is of the opinion the cancellation or postponement of an examination is required, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Vice-Chancellor.
- (3) If the examination is conducted using the online mode, and the Vice-Chancellor is satisfied that cheating or leakage has occurred in the examination or there was an occurrence of an incident which has resulted in the examination being unfair to any candidate/student, the Vice-Chancellor may issue an order to consider the examination that took place

as null and void and order a new examination be held or a different form of assessment be held.

### **3. COMPLAINTS ABOUT EXAMINATION**

- (1) If, in the opinion of the Examiner/Invigilator/Chief Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate/student, he shall report the matter to the Vice-Chancellor.
- (2) Any examination candidate/student, teacher or any staff of the University may complain to the Vice-Chancellor that the examination had been carried out incorrectly.
- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, or that another form of assessment should be held, and that examination or assessment shall be considered as the examination or assessment as prescribed under any Rule or Regulation that governs the relevant course.
- (4) Any complaint by any teacher of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, must be made to the Vice-Chancellor and the Vice-Chancellor shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

### **4. DISCIPLINARY ACTION FOR NON-COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS**

Disciplinary action will be taken against candidates/students who violate any of the instructions set out in the General Examination Instructions or additional instructions in force from time to time. (Senat approval 25.02.21)

### Schedule 3

#### **ANUGERAH AEGROTAT (AEGROTAT AWARD)**

1. Where a student has completed at least two-thirds of the work required for the programme of study, to the satisfaction of the Senate but has been prevented by illness or other sufficient cause from completing the programme of study, the Senate may confer the student an Aegrotat Award in the Faculty concerned.
2. An Aegrotat Award is conferred without class or distinction and it does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study concerned.
3. Application for consideration for the grant of an Aegrotat Award must be made by the student, student's family or next of kin in writing to the Dean of the Faculty not later than one week after the end of the student's final examination paper. The written application must be accompanied by a medical report issued by the Doctor of University Malaya Medical Centre, government hospital or private medical centre.
4. The Committee of Examiners concerned shall lay before the Senate a report on the student's work in his programme of study which must show beyond reasonable doubt that he or she would have obtained the degree but for the illness or event which occurred.
5. For coursework and mixed-mode programmes of study, the student must have completed at least two-thirds of the credits required. In the case of research programme of study, the student must have completed sufficient literature review, laboratory work, papers and/or publication and thesis/dissertation draft or other accessible evidence to indicate that, he or she would have satisfied requirements for the programme of study, had the incapacity not intervened.
6. No student may be granted an Aegrotat Award on more than one occasion.
7. If a student dies before completing the programme of study, the Senate may, upon the recommendation of the Committee of Examiners concerned and upon such conditions as it shall think fit, confer a posthumous Aegrotat Award.
8. Application for consideration for the posthumous grant of an Aegrotat Award must be made by the deceased student's family or next of kin, in writing to the Dean of the Faculty within a year from the death of the student.