

INSTITUTE FOR ADVANCED STUDIES

**RULES AND REGULATION
UNIVERSITI MALAYA,
MASTER DEGREE AND
DOCTORAL DEGREE 2019
(REVISED 2021)**

BY
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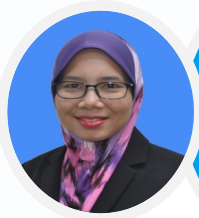
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REGISTRATION SCHEDULE FOR NEW STUDENTS SEMESTER I, 2021/2022 ACADEMIC SESSION



NEW POSTGRADUATE STUDENTS

BEFORE 20 SEP 2021
(Acceptance of the Offer Letter for
International Applicants)

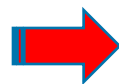
BEFORE 25 SEP 2021
(Acceptance of the Offer Letter for
Local Applicants)

20 - 27 SEP 2021*
Self Enrol (Coursework and Mixed Mode)

20 SEP 2021 - 28 JAN 2022*
Self Enrol (Research Mode)

30 SEP 2021 - 01 OCT 2021
Faculty Programme Briefing

29 SEP 2021 - 08 OCT 2021*@
Module Registration and Registration Confirmation
(Coursework and Mixed Mode)

 **04 - 29 OCT 2021*@**
Module Registration
(Research Mode) - Registration for
Research Methodology (RM) module only

04 OCT 2021 - 28 JAN 2022*@
Thesis/ Dissertation Module Registration and Registration
Confirmation
(Research Mode)

 **18 OCT 2021 - 30 JAN 2022**
Lecture Weeks

27 DEC 2021 - 31 JAN 2022
Submission of Progress Report
(For students who have registered for the Dissertation or
Thesis Module in Semester 1, 2021/2022)

07 - 20 FEB 2022
Final Examinations

07 - 11 MAR 2022
Announcement of Examination Results

- * Self Enrol on the 20th September 2021 will start at 8.30 a.m. (Malaysia time)
Registration on the 29th September 2021 will start at 8.30 a.m. (Malaysia time)
- @Final date for registration confirmation (Status will remain as **NOT REGISTERED** if registration is not confirmed)
- Students are **not allowed to ADD and/or DROP** any module once registration is confirmed within the stipulated dates.
- Please note that the registration schedule is subject to change.
(Updated 15th September 2021)

Admission and Registration Section
Academic Administration and Services Centre (AASC)

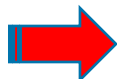
REGISTRATION SCHEDULE FOR CURRENT STUDENTS SEMESTER I, 2021/2022 ACADEMIC SESSION



CURRENT POSTGRADUATE STUDENTS

28 SEP 2021 - 08 OCT 2021*[@]

Module Registration and Registration Confirmation
(Coursework, Mixed Mode & Research Mode)



18 OCT 2021 - 30 JAN 2022

Lecture Weeks

27 DEC 2021 - 31 JAN 2022

Submission of Progress Report

(For students who have registered for the Dissertation
or Thesis Module in Semester I, 2021/2022)

04 FEB 2022

Submission of Dissertation/Thesis for Examination
(Research and Mixed Mode candidates)

07 - 20 FEB 2022

Final Examinations

07 - 11 MAR 2022

Announcement of Examination Results

- * Registration on the 28th September 2021 will start at 8.30 a.m. (Malaysia time)
- @ Final date for registration confirmation (Status will remain as **NOT REGISTERED** if registration is not confirmed)
- Students are **not allowed to ADD and/or DROP** any module once registration is confirmed within the stipulated dates.
- Please note that the registration schedule is subject to change.
(Updated 15th September 2021)

Admission and Registration Section
Academic Administration and Services Centre (AASC)

ENROLMENT STATUS (ACTIVE)

Registered modules

[Contact Us](#)

Matric Number

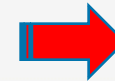


Programme : Master Of Philosophy

Academic Year : 2021/2022

Student Name

Route/Specialisation : Mathematics And Statistics

Enrolment Status : Active student

Registered Modules for 2021/2022 Semester 1 - Research Program

Academic Year	Period slot	Module	Module name	Credit	Occurrence	Registration Status
2021	R1	HMX7002	DISSERTATION	1	1	Enrolled

Total credit hours: 1

[Back](#)[Download](#)

ENROLMENT STATUS:

AK (Active); RE (Ready to Enrol); EP / TP (Examination Period); LPT (Expired and terminated);
GK (failed out from examination); TDU (withdrawal from University)

POSTGRADUATE PROGRAMMES (2021/2022)

PhD (by Research)

Min: 4 semesters
Max: 12 semesters

Master Degree's By Research

(Master of Philosophy)

Min: 2 semesters
Max: 8 semesters

Master Degree's By Coursework

(Master of Renewable
Energy)

Min: 2 or 3 semesters
Max: 8 or 9 semesters

Mode of Study:
Full Time

Master Degree's By Mixed Mode

Min: 3 semesters
Max: 8 semesters

Min: 5 semesters
Max: 12 semesters

POSTGRADUATE PROGRAMMES (2022/2023)

Master of Applied Science (Nanotechnology)

Master of Science (Marine Science)

Mode of Study:
Full Time & Part Time

RULES: PART V (MASTER'S DEGREE) MINIMUM AND MAXIMUM DURATION

New

MODE OF STUDY	FULL-TIME		PART-TIME	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
RESEARCH	2 SEMESTERS	8 SEMESTERS	4 SEMESTERS	12 SEMESTERS
MIXED MODE	3 OR 4 SEMESTERS	8 OR 9 SEMESTERS	5 OR 6 SEMESTERS	12 OR 13 SEMESTERS
COURSEWORK	2 OR 3 SEMESTERS	8 OR 9 SEMESTERS	4 OR 5 SEMESTERS	12 OR 13 SEMESTERS
CLINICAL	4 YEARS	7 YEARS	5 YEARS	9 YEARS

Note: The minimum and maximum duration of a programme of study according to the mode of study may vary from that stated above and is subject to the approval by the Ministry of Higher Education.

RULES: PART V (DOCTORAL DEGREE) MINIMUM AND MAXIMUM DURATION

MODE OF STUDY	FULL-TIME		PART-TIME	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
DOCTOR OF PHILOSOPHY	4 SEMESTERS	12 SEMESTERS	6 SEMESTERS	16 SEMESTERS
DOCTOR OF MEDICINE	4 SEMESTERS	10 SEMESTERS	6 SEMESTERS	14 SEMESTERS
DOCTOR OF PUBLIC HEALTH	6 SEMESTERS	12 SEMESTERS	8 SEMESTERS	16 SEMESTERS
DOCTOR OF DENTAL PUBLIC HEALTH	6 SEMESTERS	12 SEMESTERS	8 SEMESTERS	16 SEMESTERS
DOCTOR OF MANAGEMENT	6 SEMESTERS	12 SEMESTERS	8 SEMESTERS	16 SEMESTERS
DOCTORAL DEGREE BY CLINICAL AT THE FACULTY OF DENTISTRY	6 SEMESTERS	8 SEMESTERS	8 SEMESTERS	12 SEMESTERS

New

Note: The minimum and maximum duration of a programme of study according to mode may vary from that stated above and is subject to approval from the Ministry of Higher Education.

PART III (MASTER'S DEGREE/DOCTORAL DEGREE)
COURSE REGISTRATION

(1) Candidate of all modes of programme of study **shall renew his candidature** before the commencement of the semester concerned.
(Senate approval 22.07.2021)

Revised

(2) A candidate who does not register within the stipulated duration for the semester concerned will be recorded as **Not Registered**.
(Senate approval 22.07.2021)

Revised

PART III (MASTER'S DEGREE/DOCTORAL DEGREE) COURSE REGISTRATION



- ✓ A candidate is not allowed to **add/drop courses** **after verification of registration** is made.
(Senate approval 22.07.2021)

PART III (MASTER'S DEGREE/DOCTORAL DEGREE)
RENEWAL OF CANDIDATURE

Revised

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

(Senate approval 22.07.2021)

CHANGE OF STATUS OF STUDY

New

(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 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 the study shall be decided by the Academic Administration and Services Centre (AASC).

(4) Notwithstanding the provision in Regulation 15, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

(Senate approval 25.02.2021)

CHANGE OF METHOD OF STUDY FOR ACADEMIC PROGRAMME

New

(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) Change of method of study for the academic programme shall only be made once throughout the duration of study in the University.

(4) Notwithstanding the provision in Regulation 16, in certain circumstances, the Deputy Vice-Chancellor concerned may make a decision otherwise.

(Senate approval 25.02.2021)

CHANGE OF CANDIDATURE STATUS FROM MASTER'S BY RESEARCH PROGRAMME TO DOCTORAL BY RESEARCH PROGRAMME

Revised

(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: *(Senate approval 25.02.2021)*

(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) Research objective;

PART III (MASTER'S DEGREE)

(cont.) CHANGE OF CANDIDATURE STATUS FROM MASTER'S BY RESEARCH PROGRAMME TO DOCTORAL BY RESEARCH PROGRAMME

Revised

(iii) Research Methodology;

(iv) Research Plan which would lead to the 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.

PART III (MASTER'S DEGREE)

(cont.) CHANGE OF CANDIDATURE STATUS FROM MASTER'S BY RESEARCH PROGRAMME TO DOCTORAL BY RESEARCH PROGRAMME

Revised

(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.

PART III (MASTER'S DEGREE/DOCTORAL DEGREE) 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.

(2) A candidate is not allowed to withdraw from a course after the verification of registration is made.

(3) Notwithstanding anything stated in Regulation 9, in certain circumstances, the Deputy Vice Chancellor concerned may make a decision otherwise.

Revised

(Senate approval 22.07.2021)

PART III (MASTER'S DEGREE)

(cont.) CHANGE OF CANDIDATURE STATUS FROM MASTER'S BY RESEARCH PROGRAMME TO DOCTORAL BY RESEARCH PROGRAMME

(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.

Revised

(5) The Master's degree candidature duration is taken into account in the duration of the Doctoral by research

(6) A full-time candidate whose change of candidature status has been approved shall register for the Doctoral by research programme before the next following semester.

Revised

(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.

Revised

(Senate approval 22.07.2021)

PART V (MASTER'S DEGREE/DOCTORAL DEGREE)

TRANSFER OF CREDIT

(2) Transfer of Credit With Grade

New

(e) The transfer of credit does not automatically apply to pre-requisite courses (if any) from the course applied for.
(Senat approval 30.09.2020)

(3) Transfer of credit Without Grade

Revised

(a) "transfer of credits without grade" means transfer of credits without carrying the previous grade obtained for the course(s) from:

New

(i) a lower level of qualification (vertical) – transfer of credit from Master's to Doctoral programme for Research Methodology course;

or

PART V (MASTER'S DEGREE/DOCTORAL DEGREE) **(Cont.) -TRANSFER OF CREDIT**

(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

New

(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.

New

Vertical credit transfer

Transfer of credit from the Master's to Doctoral programme for the Research Methodology course [Allowed]

(Senate approval 30.09.2020)

PART V (MASTER'S DEGREE/DOCTORAL DEGREE)

DURATION OF COMPLETION OF PROGRAMME OF STUDY

Revised

(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.

PART VI (MASTER'S DEGREE/DOCTORAL DEGREE) SUPERVISION AND PROGRESS OF CANDIDATURE

(6) A candidate if 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.

(Senate2 approval 25.02.2021)

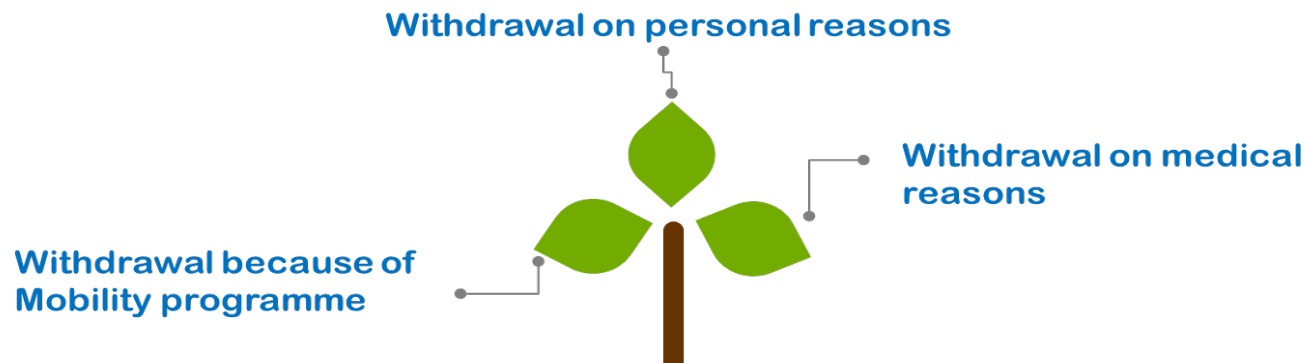
Revised

Withdrawal From Semester

1) "Withdrawal from semester" refers to withdrawal from ALL courses registered for by the candidate, and all teaching and learning as well as researching the semester concerned

2) Candidates can only withdraw from a semester AFTER undergoing the programme of study for at least ONE semester unless on medical reasons.

Categories for Withdrawal from Semester



Withdrawal From Semester

All requests to withdraw from the semester should be made to the Dean of the faculty for consideration and approval

Category	Normal Semester	Fees	Candidature Period	Grade Obtained
Personal Reasons*	Weeks 1 – 2	No	Counted	-
	Weeks 3 – 7	Yes	Counted	Grade W1
Mobility programme reasons*	Weeks 1 - 2	No	Not counted	Grade W3
	Weeks 3 - 14	Yes	Not counted	Grade W1
Medical reasons*	Weeks 1 - 7	No	Not counted	Grade W3
	Weeks 8 – 14	Yes	Not counted	Grade W1

Note: *Candidates who withdraw from a semester will be charged a minimal fee to continue their candidature.

Withdrawal From Course

- (1) Withdrawal from course refers to the withdrawal from one or more courses in one semester after the add/drop week (see below)
- (2) Candidates can withdraw from a course by Week 2. Fees will not be charged and the registration information will be deleted.
- (3) Candidates who withdraw from a course after Week 2 will be charged the course fees and the grade recorded as W for the course. Withdrawal for a course is NOT allowed after Week 7 unless on medical reasons.

Category	Normal Semester	Fee Charge	Candidature period	Grade
For personal reasons*	Weeks 1 – 2	No	Counted	No grade
	Weeks 3 – 7	Yes	Counted	Grade W

Change of Research Field

Doctoral

- A candidate is not allowed to change his/her field of research (NEC code narrow field 2 digits).
- A candidate is only allowed to change his/her field of research under the same field of study (NEC code detailed field 3 digits) subject to approval by the Faculty. The candidate is required to submit an application to the Faculty in accordance with the prescribed procedure to change his/her field of research.

Masters

- The candidate has to continue with his/her original field of research until his request to change has been approved.
- A candidate is not allowed to change his/her field of research after the candidate has submitted his/her thesis or dissertation for examination.

Note: The duration taken for change in field of research is at the discretion of the Faculty

PART VII (MASTER'S DEGREE)

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.

PART VII (MASTER'S DEGREE) (cont.) SUBMISSION

(4) A candidate who has submitted his dissertation for examination **need not renew his candidature** for the following semester **unless:**

New

(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** of the Dean of the Faculty as provided under Regulation 56(2).

(Senate approval 25.02.2021)

PART VII (DOCTORAL DEGREE)

SUBMISSION OF THESIS OR DISSERTATION

(1) A candidate shall submit his thesis or dissertation 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 Doctoral Degree programme. Calculation of the minimum duration shall be continuous. The period that is taken for the examination of the thesis or dissertation and any period for corrections or further work on the thesis or dissertation as may be required by the Committee of Examiners shall be counted as part of the maximum period of the candidate's candidature.

(2) A candidate shall inform the Faculty about the submission of his thesis or dissertation for examination in accordance to the procedures prescribed subject to approval of the thesis or dissertation title by the Faculty.

(3) A candidate shall submit his thesis or dissertation 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.

PART VIII (MASTER'S DEGREE / DOCTORAL DEGREE)

ACADEMIC DISHONESTY

New

(1) Academic dishonesty may occur in various forms including but not limited to:

- (a) plagiarism – the act of 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 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 results;**
- (d) Conspire to 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 examination or assessment or on 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 the candidate is completed by another person, usually including a payment to a 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 actions by the University. (Senate approval 25.02.2021)

PART XI (DOCTORAL DEGREE)

AWARDING OF DISTINCTION THESIS

New

Candidates of a programme of study by Research and Mixed Mode are entitled to be awarded a distinction thesis if they fulfil the conditions below:

- (1) The thesis is the **first submission for examination**;
- (2) **Not exceeding the maximum** duration of study;
- (3) **Recommended excellent by one of the examiners** in the examiner's report ;
- (4) The performance of the candidate during **viva voce examination is excellent**;
- (5) The research output has been published or accepted for publication as prescribed for the requirement for graduation of the programme; and
- (6) **Recommended by the Committee of Examiners.**

(Senate approval 23.07.2020)

Guidelines For Publication In Fulfilment Of Graduation Requirements For Postgraduate Candidates — *Senate 25.02.2021*

CRITERIA	REMARK
1. Type of Publications	<p>(1) Research article or review article in journals indexed in:</p> <p>(a) Web of Science (WoS) Core Collection databases (https://apps.webofknowledge.com)</p> <ul style="list-style-type: none"> • Science Citation Index Expanded TM • Social Sciences Citation Index and • Arts & humanities Citation Index <p>(b) *Scopus (https://www.scopus.com/); or</p> <p>(c) *Malaysian Citation Index (MyCite)(http://www.mycite.my/)</p> <p>(2)*Books published by publishers listed in:</p> <p>(a) Web of Science (WoS) Master Book List (http://wokinfo.com.com/mbl/publishers/)</p> <p>(b) Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia (MAPIM) (https://www.um.edu.my/research-and-community/information-for-researchers/downloads/myra)</p> <p>(c) Any publishers listed and recognized by Academic Responsible Centre (PTj)</p> <p>*Only applicable to candidate pursuing programmes in the field of Arts and Social Sciences.</p>

Guidelines For Publication In Fulfilment Of Graduation Requirements For Postgraduate Candidates – *Senate 25.02.2021*

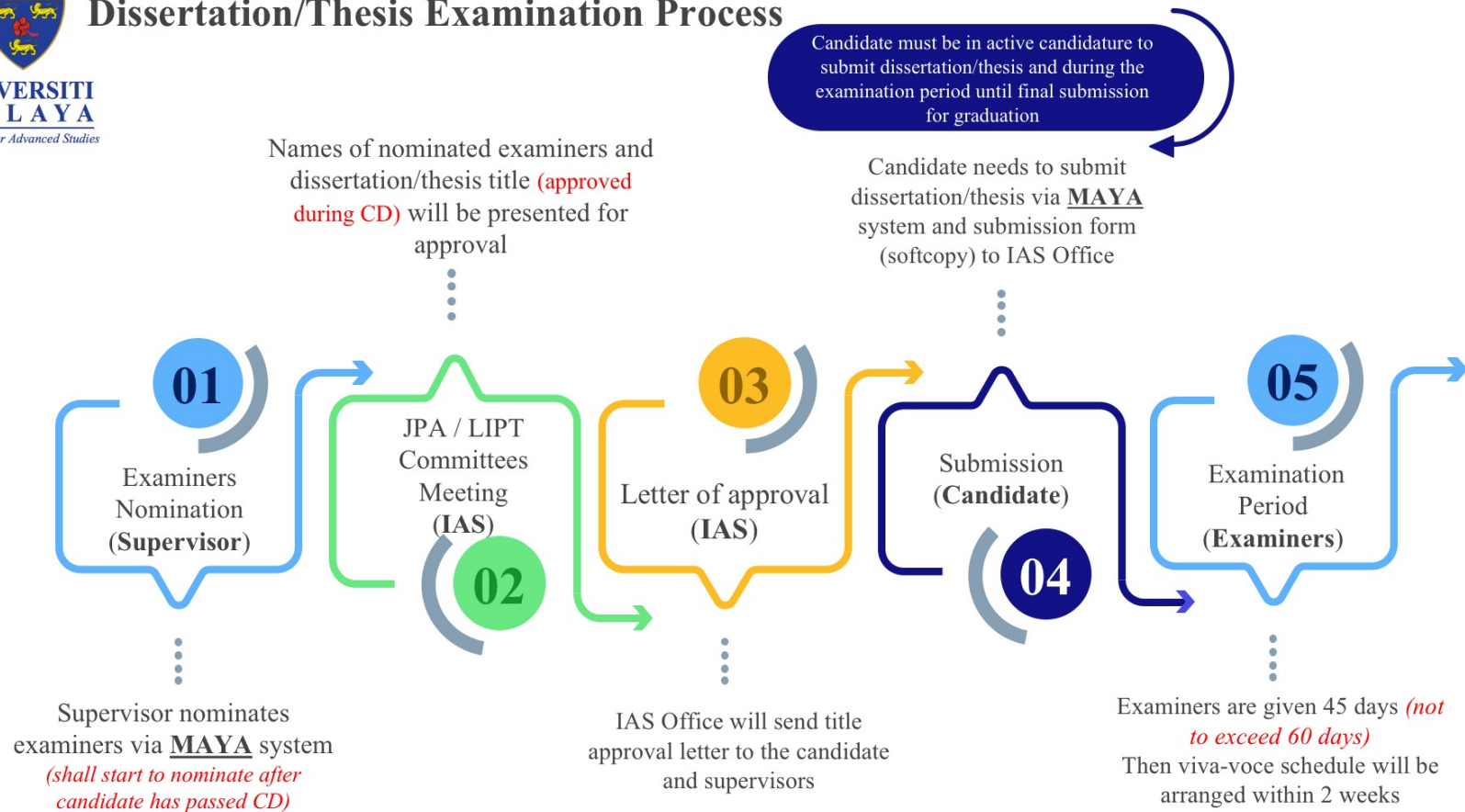
CRITERIA	REMARK
2. Authorship	<p>Publications must be published with the supervisor(s). The supervisor shall act as the corresponding author. In the event that the candidate has more than one supervisor, one of them shall be the corresponding author.</p> <p>The candidate must be the first author, or either the second or subsequent author after the supervisor(s), or the first student author. In the event, two or more candidates co-author in an article, only one candidate is allowed to use this article to fulfil his/her graduation requirement.</p>
3. Authorship Agreement	<p>Candidate must provide a copy of authorship document that was submitted to the respective publishers (e.g. Authorship Agreement/Form or Statement of Authorship or cover letter of article submission), confirming all the named authors have agreed to publication.</p>
4. Timing	<p>Publications accepted must be within the candidature of the candidate.</p>
5. Topic of publications	<p>Publications must be related and conform to the candidate's research in his/her thesis/dissertation.</p>

Guidelines For Publication In Fulfilment Of Graduation Requirements For Postgraduate Candidates – *Senate 25.02.2021*

CRITERIA	REMARK
6. Affiliation	Publications must carry the affiliation of the department and/or faculty where the candidate is registered.
7. Blacklisted journals	<p>Publications in journals blacklisted by the Malaysian Ministry of Higher Education (MoHE) are not accepted:</p> <ul style="list-style-type: none"> (1) Academic Journal (www.academicjournals.org); (2) Euro Journal Inc (www.eurojournals.com); (3) Common Ground Publishing (www.commongroundpublishing.com); (4) Africa World Press Inc. (www.africaworldpressbooks.com); (5) Publications in Probable Predatory Journals according to Beall's List (http://scholarlyoa.com/publishers/) <p>The list of blacklisted journals is subject to change from time to time according to MoHE.</p>
8. Completion Period	<p>Candidates who have completed the examination of their thesis /dissertation must fulfil the publication requirement as set by the University before the expiry of their maximum period of candidature.</p> <p>If the candidates fail to fulfil the publication requirement within the approved period, they will be terminated from the program of study and considered as failed.</p>



Dissertation/Thesis Examination Process



Important Candidature Information



Register every
semester



Fill in progress
report every
semester



No plagiarism



Thank You

Q&A



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Level 2, Block D, Institute for
Advanced Studies, UM



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