RULES AND REGULATION OF UNIVERSITI MALAYA MASTER DEGREE & DOCTORAL DEGREE 2019

(REVISED IN 2021)

ASSOCIATE PROFESSOR DR. SITI HAFIZAH AB HAMID
DEPUTY DEAN, IAS

ORGANISATION CHART

INSTITUT PENGAJIAN TERMAJU
Institute for Advanced Studies

UNIVERSITI MALAYA

Prof. Dr. Abrizah Abdullah
Dean

Siti Hajah Jaafar
Secretary

Nur Hidayah Sahbudin
Asst. Secretary

Assoc. Prof. Dr.
Siti Hafizah Ab Hamid
Deputy Dean

ACADEMIC & RESEARCH DEVELOPMENT

Prof. Dr. Noorsaadah Abd Rahman
Advisor & Mentor
Research Program

Dr. Adibi Rahiman Mohd Nor
Coordinator
MPhil I PhD Program

Dr. Song Sze Looi
Coordinator
Mixed Mode Program

Dr. Fong Chng Saun
Coordinator
Coursework Program

ADMIN I OPERATION I FINANCE

ACADEMIC MANAGEMENT

Siti Salwati Fadzli
Sr. Assistant Registrar

Nurul Hazween Abu Bakar
Assistant Registrar

Muhd Asri Muhd Zin
Assistant Engineer

Nirmala Kandasamy
Account Assistant

Maizatul Ezzatty
Mokhtar
Admin Assistant

Alif Farkhan
Mohd Sharif
Computer Technician

Izzaimie Ismail
Operation Assistant

Siti Farah
Wahida Ramli
Admin Assistant

Nabihah Mohd Nawi
Admin Assistant

Muhammad Amirul
Fahmy
Admin Assistant

REGISTRATION SCHEDULE 2022/2023

MAYA PORTAL

SEMESTER I 2022/2023 | **REGISTRATION SCHEDULE (POSTGRADUATE)**

Offer Letter Acceptance

Level of Study	Student Category	Start Date	End Date
Postgraduate	New Students (Coursework & Mixed Mode)	-	30 Sep 2022 (11:59 pm)
	New Students (Research)	-	16 Jan 2023 (11:59 pm)

Self Enrolment

Level of Study	Student Category	Start Date	End Date
Postgraduate	New Students (Coursework & Mixed Mode)	3 Oct 2022 (8:30 am)	14 Oct 2022 (11:59 pm)
	New Students (Research)	3 Oct 2022 (8:30 am)	27 Jan 2023 (11:59 pm)

Module Registration & Enrolment Status Activation

Mode of Studies	Start Date	End Date
Current Students (Coursework, Mixed Mode & Research)	23 Sep 2022 (8:30 am)	14 Oct 2022 (11:59 pm)
New Students (Coursework & Mixed Mode)	3 Oct 2022 (8:30 am)	14 Oct 2022 (11:59 pm)
New Students (Research) *Module : Research Methodology & Thesis/ Dissertation*	3 Oct 2022 (8:30 am)	28 Oct 2022 (11:59 pm)
New Students (Research) *Module : Thesis/Dissertation only*	3 Oct 2022 (8:30 am)	27 Jan 2023 (11:59 pm)
Submission of Progress Report *For students who have registered for the Dissertation or Thesis Module in Semester 1, 2022/2023*	26 Dec 2022	27 Jan 2023

POSTGRADUATE PROGRAMMES 2022/2023 1

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

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)

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

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 Superviser'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)

(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

Revised

(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.

(Senate approval 22.07.2021)

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.

Revised

(2) A candidate is not allowed 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.

(Senate approval 22.07.2021)

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 on personal reasons

Withdrawal on medical reasons

Withdrawal because of Mobility programme
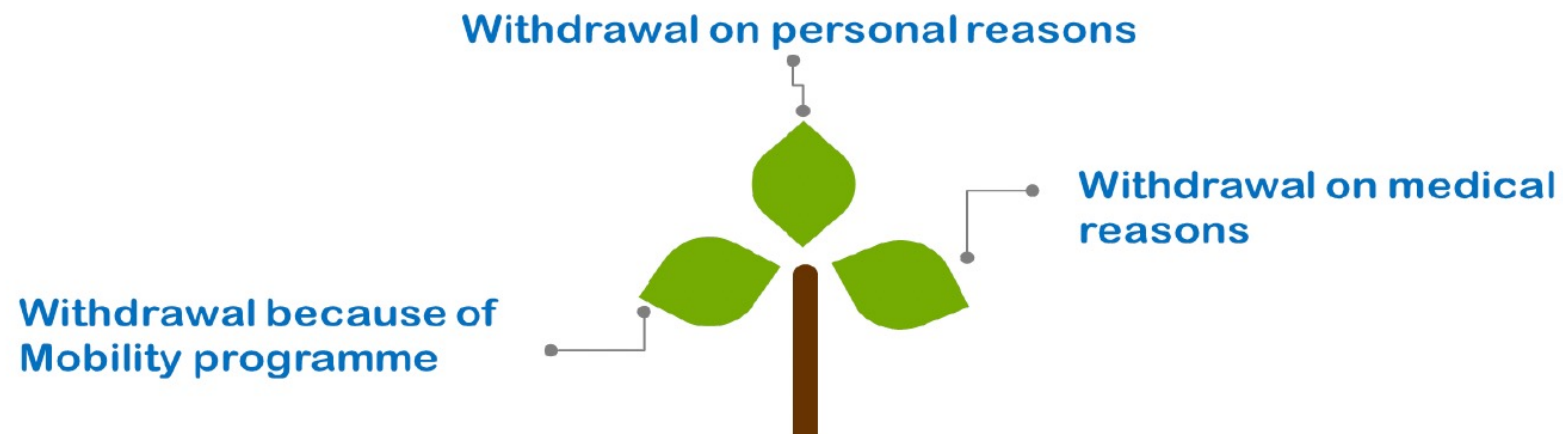
Withdrawal From Semester

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 de 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	Masters
• 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.	• 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

PART VII (DOCTORAL DEGREE)
SUBMISSION OF THESIS OR DISSERTATION

UNIVERSITI MALAYA

(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:

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)

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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 fom 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

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	(1) Research article or review article in journals indexed in:
	    (a) Web of Science (WoS) Core Collection databases (https:apps.webofknowledge.com)
	        • Science Citation Indec Expanded TM
	        • Social Sciences Citation Index and
	        • Arts & humanities Citation Index
	    (b) *Scopus (https://www.scopus.com/);or
	    (c) *Malaysian Citation Index (MyCite)(http://www.mycite.my/)
	
	(2)*Books published by publishers listed in:
	    (a) Web of Science (WoS) Master Book List (http://wokinfo.com.com/mbl/publishers/)
	    (b) Malaysian Scholarly Publishing Council or Majlis Penerbitan Ilmiah Malaysia (MAPIM) (https://www.um.edu.my/research-and-community/information-for-researchers/downloads/myra)
	    (c) Any publishers listed and recognized by Academic Responsible Centre (PTj)
	
	*Only applicable to candidate pursuing programmes in the field of Arts and Social Sciences.

Guidelines For Publication In Fulfilment Of Graduation Requirements For Postgraduate Candidates — *Senate 25.02.2021*
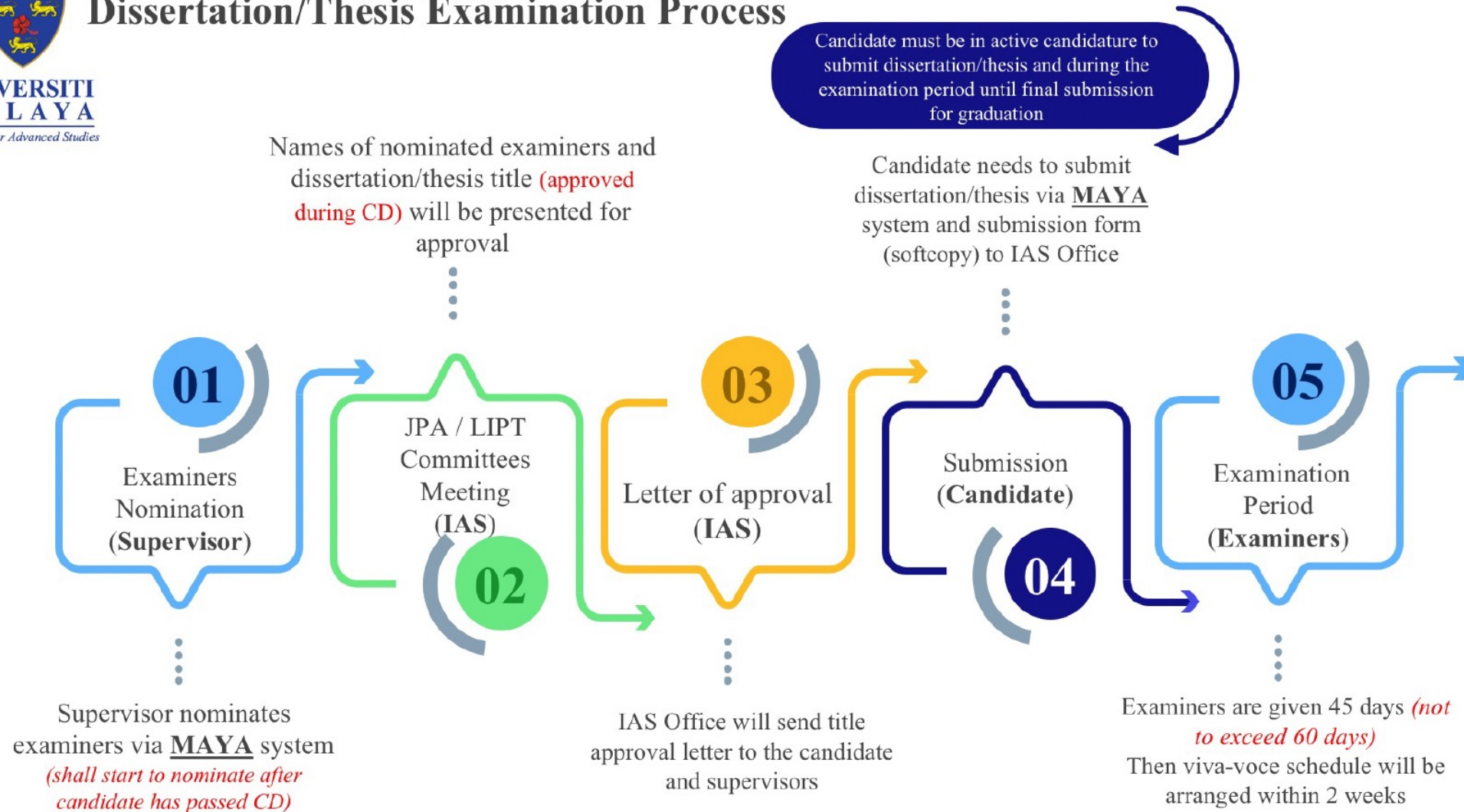
CRITERIA	REMARK
2. Authorship	Publications **must be published with the supervisor(s).** The supervisor shall act as the corresponding author. In the event that the candidate has more than one supervisor, one of them shall be the corresponding author. The candidate must be the first author, or either 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.
3. Authorship Agreement	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.
4. Timing	Publications accepted must be within the candidature of the candidate.
5. Topic of publications	Publications must be related and conform to the candidate's research in his/her thesis/dissertation.

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	Publications in journals blacklisted by the Malaysian Ministry of Higher Education (MoHE) are not accepted: (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/) The list of blacklisted journals is subject to change from time to time according to MoHE.
8. Completion Period	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. 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.

Dissertation/Thesis Examination Process

Candidate must be in active candidature to submit dissertation/thesis and during the examination period until final submission for graduation

Names of nominated examiners and dissertation/thesis title (approved during CD) will be presented for approval

Candidate needs to submit dissertation/thesis via **MAYA** system and submission form (softcopy) to IAS Office

01 Examiners Nomination (**Supervisor**)

02 JPA / LIPT Committees Meeting (**IAS**)

03 Letter of approval (**IAS**)

04 Submission (**Candidate**)

05 Examination Period (**Examiners**)

Supervisor nominates examiners via **MAYA** system *(shall start to nominate after candidate has passed CD)*

IAS Office will send title approval letter to the candidate and supervisors

Examiners are given 45 days *(not to exceed 60 days)* Then viva-voce schedule will be arranged within 2 weeks

Important Candidature Information

Register every semester

Fill in progress report every semester

No plagiarism

Thank You
Q&A

📞 +6 03 7967 4601

✉️ tdekan_ias@um.edu.my
ias.um@um.edu.my

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

🌐 ias.um.edu.my