



POSTGRADUATE HANDBOOK

for

**Structure B (Coursework and Dissertation)
and
Structure C (Coursework)**

1 October 2014

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Section ONE – General

This handbook is intended to provide the essential information to postgraduate candidates by Structure B (coursework and dissertation) and Structure C (coursework). The University reserves the right to revise/amend the rules/regulations/procedures. It is the responsibility of the candidates to make themselves familiar with the rules and regulations and to understand that any breaches may lead to disciplinary action and may disrupt the study of the candidate.

1.1 Definitions

D.B.A.	- Doctor of Business Administration
E.M.B.A.	- Executive Master of Business Administration
M.Acc.	- Master of Accounting
M.B.A.	- Master of Business Administration
M.Comp.Sc.	- Master of Computer Science
M.E.E.E.	- Master of Electrical and Electronic Engineering
M.Eng.	- Master of Engineering
M.I.T.	- Master of Information Technology
M.K.M.	- Master of Knowledge Management
M.MM.	- Master of Multimedia
BOE	- Board of Examiners
BOP	- Board of Postgraduate Studies
CGPA	- Cumulative Grade Point Average
Faculty	- Academic Centre
IELP	- Intensive English Language Programme
IELTS	- International English Language Testing System
IPS	- Institute for Postgraduate Studies
IPTA	- Institut Pengajian Tinggi Awam (Public Institute of Higher Learning)
IPTS	- Institut Pengajian Tinggi Swasta (Private Institute of Higher Learning)
MMU	- Multimedia University
MUET	- Malaysian University English Test
PSDC	- Penang Skills Development Centre
Q&A	- Question and Answer
R&D	- Research and Development
Senate	- Senate of Multimedia University
Structure B	- Doctoral Programme by Coursework and Dissertation
Structure C	- Master's Programme by Coursework
TOEFL	- Test of English as A Foreign Language
University	- Multimedia University
VP	- Vice President

The words denoting the masculine gender shall include the feminine gender and vice versa. The words denoting the singular number only shall include plural and vice versa.

1.2 Postgraduate Administrative Structure

Diagram 1 illustrates the administrative structure in implementing the postgraduate programme in terms of authority, functions and relations.

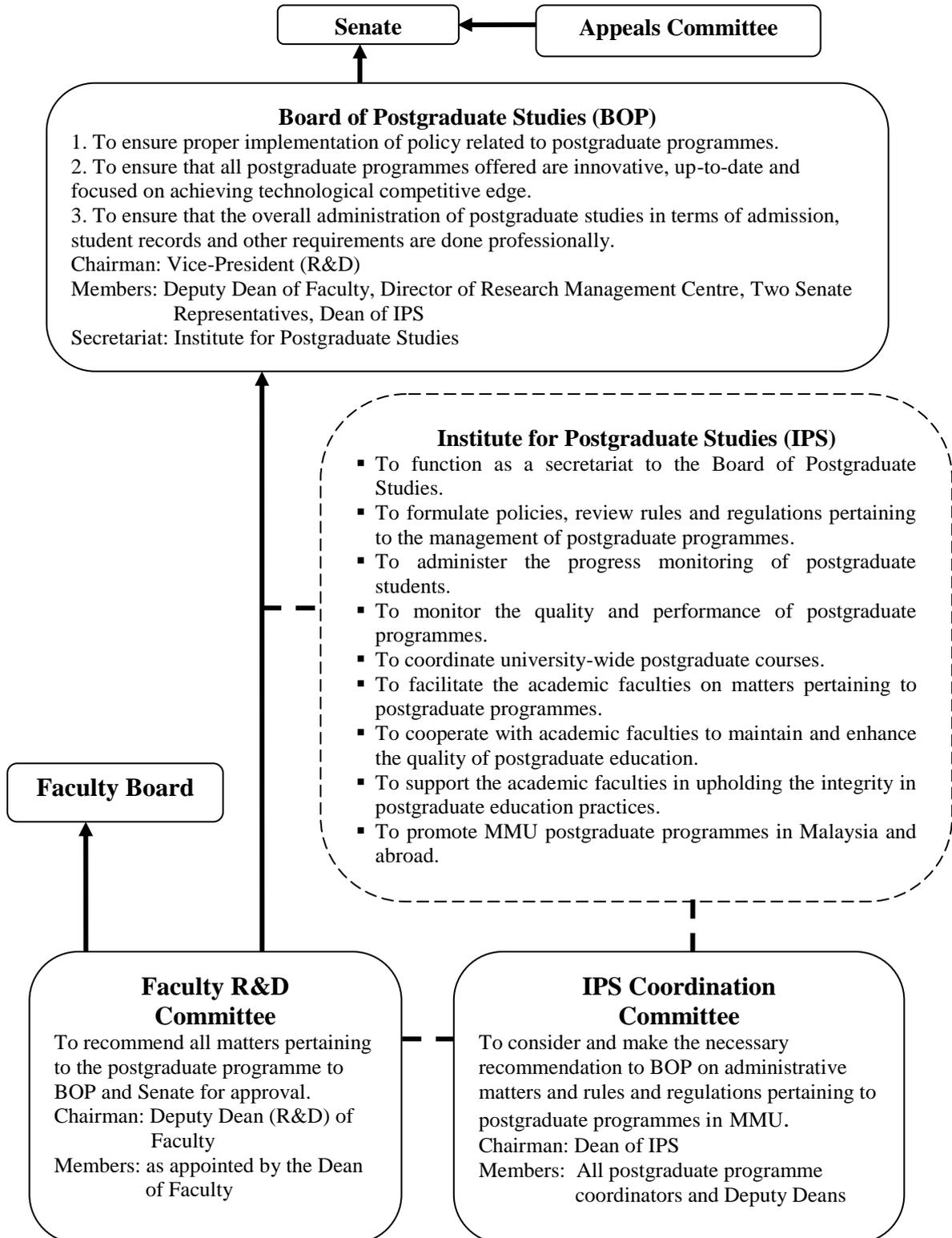


Diagram 1: Postgraduate Administrative Structure

Section TWO – Doctoral Programme by Coursework and Dissertation (Structure B) and Master’s Programme by Coursework (Structure C)

2.1 Doctoral Programme by Coursework and Dissertation

A candidate must register and pass a prescribed number of taught subjects. In addition, he must conduct research under the supervision of academic staff and submit a dissertation for the fulfillment of the graduation requirements. The contribution of the coursework component shall be approximately 40%-70%.

2.2 Master’s Programme by Coursework

A candidate must register and pass a prescribed number of taught subjects. In addition, he must complete a project under the supervision of academic staff and submit a project for the fulfillment of the graduation requirements. The contribution of the coursework component shall be approximately 70% and above.

2.3 Course Structure

2.3.1 Course Structure for Doctoral Programme by Coursework and Dissertation

The duration of dissertation for full-time and part-time programmes shall be normally 3 and 6 consecutive semesters respectively. The candidate is required to fulfill the minimum credit hours required by the faculty before registering for the dissertation. The dissertation shall begin in Year 2 and Year 3 for full-time and part-time programmes respectively. The variation of the course structure is based on the specific requirement of the programme. The followings are the general course structures for full-time and part-time Doctoral programmes.

Full-time Doctoral Programme

	Year 1			Year 2		
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3
Subjects	4 subjects (12 credit hours)	4 subjects (12 credit hours)	4 subjects (12 credit hours)	1 subject (3 credit hours)	1 subject (3 credit hours)	
Dissertation				10 (Part I)	10 (Part II)	12 (Part III)
Total credit hours (74)	12	12	12	13	13	12

Part-time Doctoral Programme

	Year 1			Year 2			Year 3	Year 4
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3		
Subjects	2 subjects (6 credit hours)	3 subjects (9 credit hours)	3 subjects (9 credit hours)					

Dissertation							10 Part I 10 Part II	12 Part III
Total credit hours (74)	6	6	6	6	9	9	20	12

2.3.2 Course Structure for Master's Programme by Coursework

A candidate is required to fulfill minimum total credit hours of 40 which comprise minimum credit hours of 6 for project. The project shall begin in Semester 2 and Year 2 for full-time and part-time programmes respectively. The duration of project for full-time and part-time programmes shall be normally 2 and 3 consecutive semesters respectively. The variation of the course structure is based on the specific requirement of the respective programme. The followings are the general course structures for full-time and part-time Master's programmes.

Full-time Master's Programme (with 3 credit hours per subject)

	Year 1		
	Semester 1	Semester 2	Semester 3
Subject	3	3	3
Subject	3	3	3
Subject	3	3	3
Subject	3	3	3
Project		3	3
Total credit hours (42)	12	15	15

Part time Master's Programme (with 3 credit hours per subject)

	Year 1			Year 2		
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3
Subject	3	3	3	3	3	3
Subject	3	3	3			
Subject	3	3	3			
Project				2	2	2
Total credit hours (42)	9	9	9	5	5	5

One credit hour for a subject is equivalent to:

- 1 contact hour in terms of lectures, or
- 2 contact hours in terms of tutorials, laboratories, practicals, seminars, group discussions, etc.

The credit hours for dissertation/project indicate the percentage contribution of work (weightage) for the postgraduate programme. The duration of study per semester is shown in the table below.

Duration of Study per Semester

	Duration of study with 2 semesters per year	Duration of study with 3 semesters per year
No. of months per semester	6 months	4 months
No. of weeks per semester	24 weeks of lectures (including breaks) and 2 weeks of examination	15 weeks of lectures (including breaks) and 2 weeks of examination

2.4 Postgraduate Programmes in Structures B and C Offered in Multimedia University

Postgraduate Programmes in Structures B and C offered by the respective faculty in Multimedia University are as follows:

Faculty of Engineering

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Eng. (Telecommunications)			•	•	•			•
2.	M.Eng. (Microelectronics)			•		•			•
3.	M.Eng. (Photonics)			•		•			•
4.	M.E.E.E.			•	•	•	•		

Faculty of Engineering and Technology

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Eng. (Embedded System)			•	•	•		•	
2.	M.Eng. (Advanced Manufacturing Management)			•	•	•		•	

Faculty of Computing and Informatics

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.I.T. (Multimedia Computing)			•	•		•		
2.	M.Comp.Sc. (Software Engineering and Software Architecture)			•	•		•		

Faculty of Management

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Acc.			•	•	•	•		

Graduate School of Management

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	D.B.A.		•		•	•	•		
2.	M.B.A.			•	•	•	•		
						•	•		
3.	E.M.B.A.			•	•	•	•		

Faculty of Creative Multimedia

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.K.M. with Multimedia			•	•		•		
2.	M.MM. (E-Learning Technologies)			•	•		•		

2.5 Mode of Study

Candidates are required to register and present for the required credit hours in each semester according to the respective programme structure.

The full-time and part-time candidates are defined as follows:

Mode of Study	Requirement
Full-time	Registered and present for a minimum of 12 credit hours for each semester and/or a dissertation or project.
Part-time	Registered and present for a minimum of 3 credit hours for each semester and/or a dissertation or project.

2.6 Duration of Study

A candidate shall complete the postgraduate programme between the minimum and maximum years as shown in the table below.

Programme	Minimum (years)	Maximum (years)	Norm (years)
Doctoral (full-time)	3	5	4.0
Doctoral (part-time)	4	7	5.0

Master's (full-time)	1	3	2.0
Master's (part-time)	2	5	3.0

Note: The normal period serves only as a timeline reference.

2.6.1 Extension of Candidature

The candidate's candidature ceases automatically once the candidate exceeds the maximum period of study for the programme. The candidate may apply for an extension. The candidate must make full payment of the outstanding fees (if any) before applying for extension. The extension of candidature shall not exceed one year, except under special circumstances, with the approval from the BOP. The extension shall only be given for the completion of dissertation/project. The extension period shall be granted by semester term. The extension is allowed for a maximum of TWELVE months for a candidate. A fee of RM500.00 (six months extension) and RM1,000.00 (twelve months extension) will be charged to the candidate upon approval of the extension of candidature.

*Amended by
Senate No.
164, 5
September
2013*

The candidate has to complete the "Extension of Candidature" form and submit the form with the progress report together with the draft of the dissertation (if applicable) (for Structure B only) to the Faculty through the supervisor(s) at least THREE months in advance.

The progress report must be written in a concise manner (about 10 pages) which includes the followings:

- (a) Objectives and Deliverables (Indicate whether the objectives have been achieved. Kindly provide justification if otherwise.)
- (b) Contribution to Knowledge
- (c) Results and Discussion
- (d) Dissertation Writing Plan (with justification for the required period of extension)
- (e) Gantt Chart of Dissertation Writing Plan
- (f) Publication (if any)

Supervisor(s) must verify the progress report and recommend the extension of candidature to the Faculty R&D Committee. The Faculty R&D Committee shall recommend to the BOP. Upon BOP approval, the candidate is required to pay the extension fee and all fees charged by the University.

*Amended by
Senate No.
164, 5
September
2013*

Section THREE – Admission

3.1 Entry Requirement

Candidates admitted into the Programme shall possess the following minimum qualification:

*Amended by
Senate No.
165, 17
October
2013 and
Senate No.
167, 9
January
2014*

Structure	Programme	Entry Requirement
Programme by Coursework and Dissertation (Structure B)	Doctor of Business Administration	(i) A Master's degree from MMU or institutions recognised by Senate; or (ii) Other academic qualifications equivalent to (i) that are accepted by Senate; and (iii) Evidence of at least two (2) years relevant working or research experience.
Programme by Coursework (Structure C)	<ul style="list-style-type: none"> • Master of Engineering (Telecommunications) • Master of Engineering (Microelectronics) • Master of Engineering (Photonics) • Master of Electrical and Electronic Engineering • Master of Engineering in Embedded System • Master of Engineering in Advanced Manufacturing Management 	(i) A Bachelor's degree with minimum CGPA of 2.50 or equivalent, in an Engineering or Engineering Technology field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree with minimum CGPA of 2.50 or equivalent, in a related field from MMU or institutions recognised by Senate; or (iii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a related field from MMU or institutions recognised by Senate, can be accepted subject to a minimum of five (5) years working experience in relevant field.
	Master of Computer Science in Software Engineering and Software Architecture	(i) A Bachelor's degree with minimum CGPA of 2.50 or equivalent, in a Computer Science or Information Technology field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree with minimum CGPA of 2.50 or equivalent, in a related field from MMU or institutions recognised by Senate; or (iii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a related field from MMU or institutions recognised by Senate, can be accepted subject to a minimum of five (5) years working experience in relevant field.
	<ul style="list-style-type: none"> • Master of Knowledge Management with Multimedia • Master of Multimedia (E-Learning) 	(i) A Bachelor's degree with minimum CGPA of 2.50 or equivalent, in a related field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent not

Structure	Programme	Entry Requirement
	Technologies)	meeting CGPA of 2.50, in a related field from MMU or institutions recognised by Senate, can be accepted subject to a minimum of five (5) years working experience in relevant field.
Programme by Coursework (Structure C)	Master of Business Administration	(i) A Bachelor's degree with minimum CGPA of 2.50 or equivalent from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a related field from MMU or institutions recognised by Senate, can be accepted subject to a minimum of five (5) years working experience in relevant field.
	Executive Master of Business Administration	(i) A Bachelor's degree with minimum CGPA of 2.50 or equivalent from MMU or institutions recognised by Senate, and evidence of at least five (5) years working experience after graduation; or (ii) A Bachelor's degree with minimum CGPA of 3.00 or equivalent from MMU or institutions recognised by Senate, and evidence of at least two (2) years working experience after graduation; or (iii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a related field from MMU or institutions recognised by Senate, can be accepted subject to a minimum of five (5) years working experience in relevant field.

In addition to the academic requirements, an applicant is also required to possess a sufficient level of English language proficiency.

3.1.1 Accreditation of Prior Experiential Learning (APEL) for Master's Programme by Coursework

Candidates with APEL qualification admitted into the following programmes are subject to the internal assessment of the University.

Added by
Special
Senate No.
84, 7 August
2014

Faculty	Programme
Faculty of Information Science and Technology	Master of Information Technology
Faculty of Computing and Informatics	<ul style="list-style-type: none"> • Master of Information Technology (Multimedia Computing) • Master of Computer Science (Software Engineering and Software Architecture)
Faculty of Creative Multimedia	<ul style="list-style-type: none"> • Master of Knowledge Management with Multimedia • Master of Multimedia (E-Learning Technologies)
Graduate School of Management	<ul style="list-style-type: none"> • Master of Business Administration • Executive Master of Business Administration

The method of internal assessment for APEL candidates is in the form of an interview session conducted by the faculty and coordinated by IPS. The interview session shall be evaluated by a panel of THREE evaluators as follows:

- 1) Deputy Dean (R&D) or his/her representative from the R&D committee as the Chairperson; and
- 2) TWO subject matter experts in the area appointed by the Faculty Dean.

IPS shall only play the coordination role to bridge the APEL candidates with the faculties for the interview session. The faculties shall arrange for the interview session and communicate the interview outcome to IPS to be further submitted to BOP for approval.

3.2 English Language Requirement

An applicant is required to possess a sufficient level of English language proficiency by obtaining one of the followings:

- 1) a minimum overall TOEFL score of 551 (paper based) or 213 (computer based) or 79 (internet based); or
- 2) a minimum IELTS (academic) overall band score of 6.5; or
- 3) a credit in 1119 English Examination; or
- 4) a minimum score of 134 in Multimedia University's English Language Proficiency Test; or
- 5) a minimum MUET overall band score of 4; or
- 6) any other qualification which is of equivalent level as determined by the Senate of the University.

*Amended by
Senate No.
151, 1
December
2011*

All applicants must fulfill the English language requirement in order to be admitted to the approved programme.

The Faculty may interview the candidates who have obtained their Bachelor's or Master's degrees from institutions where English is used as the main medium of instruction or as one of the mediums of instruction, and recommend to the Senate for waiver.

An English Language Proficiency test will be conducted to gauge the proficiency level of the candidates who do not meet the English Language requirement and fail the English interview (if applicable).

Candidates who fail to meet the English Language requirement may enroll in the Intensive English Language Programme (IELP) offered by MMU in the month of February, June or October every year.

3.3 Application Procedure

The application form can be downloaded from MMU website (<http://www.mmu.edu.my>).

An applicant is required to submit the completed application form with the following documents:

Local Applicant	International Applicant
Application fee of RM50	Application fee of RM280
Two certified true copies of each transcript of relevant academic qualifications	Four certified true copies of each transcript of relevant academic qualifications
Two certified true copies of each certificate of relevant academic qualifications	Four certified true copies of each certificate of relevant academic qualifications
Two complete referee forms	Two complete referee forms
A certified true copy of English Language Proficiency qualification (if any)	A certified true copy of English Language Proficiency qualification (if any)
Four recent passport-sized photographs (3cm x 3.5cm)	Seven recent passport-sized photographs (3.5cm x 5cm; BLUE background)
-	Financial guarantee form and financial statement (if applicable)
A certified true copy of sponsorship/scholarship letter and documents (if applicable)	A certified true copy of sponsorship/scholarship letter and documents (if applicable)
-	Four certified true copies of passport (ALL pages)

Note: All documents in languages other than English must be translated and certified.
The general intake will be in February, June or October every year.

Applicants are advised not to submit the original certificates to IPS. All documents submitted to the University for application purposes will be treated with confidentiality. Submitted documents are not returnable to the candidate or another institution.

Applicants are advised that admission is based upon the truthfulness of documents submitted and information contained in the application form. Discovery of false information or omission of relevant information subsequent to the offer of admission will lead to the immediate dismissal at any point of time during the candidature period. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.

An applicant should submit the completed application form with the required documents via postal mail or by hand to:

For programme offered in MMU Cyberjaya Campus and PSDC	For programme offered in MMU Melaka Campus
Universiti Telekom Sdn. Bhd. (436821-T) Institute for Postgraduate Studies Multimedia University Persiaran Multimedia, 63100 Cyberjaya, Selangor Darul Ehsan, Malaysia. Tel: 03-83125560 Fax: 03-8312 5300	Universiti Telekom Sdn. Bhd. (436821-T) Institute for Postgraduate Studies Multimedia University Jalan Ayer Keroh Lama, 75450 Melaka, Malaysia. Tel: 06-252 3564 Fax: 06-231 7141

Only complete application will be processed. A maximum of 3 reminders will be sent to applicants to submit any pending documents. Each reminder will be sent every fortnightly. Failure to respond to the 3rd reminder would cause the application to be closed. The acceptance of an applicant as University's candidate shall be solely at the discretion of the Senate, whose decision shall be final.

IPS will issue an offer letter of admission to the successful applicant. Details of the programme are indicated in the offer letter.

An applicant whose application has been rejected may appeal to the BOP by writing to the Dean of IPS.

3.4 Deferment of Admission

An applicant may defer his admission by submitting the deferment form to IPS. The deferment of admission is not allowed for more than TWELVE months from the registration date stipulated in the offer letter. If the candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.

Upon approval of the application for deferment of admission, the candidate will be notified of the new date of admission. Late registration is not allowed without prior approval of the admission deferment from the Dean of IPS.

Section FOUR – Registration

4.1 New Candidate

New candidates must register on the registration date stipulated in the offer letter. Failure to register on the stipulated date will result in automatic lapse of the offer of admission.

Conditions required to be fulfilled before a candidate is allowed to register for the programme include:

- 1) meeting the English Language requirement of the University within one (1) year from the registration date stated in the offer letter;
- 2) having obtained a valid student pass/visa from Immigration of Malaysia (for international candidates only);
- 3) making payment of relevant fees at the time of registration;
- 4) submitting all required forms at the time of registration;
- 5) providing satisfactory evidence of ability to pay the academic fees and other charges;
- 6) having valid insurance coverage.

Once registered, the candidate will be entitled to the followings:

- 1) MMU e-mail account
- 2) Library membership
- 3) ICEMS username and password
- 4) Smart ID card (issued by Security Division of MMU)

A candidate is not allowed to register in any other programme in the University or any other university without written permission from the Senate of MMU. Permission may be given based on the following criteria:

- 1) the candidate possesses excellent academic credentials;
- 2) the candidate registers concurrently for not more than two postgraduate taught programmes at any one time;
- 3) the concurrent programmes are part-time taught programmes (NOT postgraduate programmes by research);
- 4) the concurrent programmes are in different areas of specialization.

Once enrolled in a programme, the status of the candidate's candidature is classified as 'Active'.

During the course of study, the status of a candidate's candidature shall be classified as one of the followings:

- 1) Active
- 2) Completed
- 3) Graduated
- 4) Leave of Absence
- 5) Dismissed
- 6) Withdrawn
- 7) Terminated

4.2 Active Candidate

A candidate must maintain continuous registration throughout his duration of study.

Conditions required to be fulfilled before a candidate is allowed to register in the subsequent semester are as follows:

- 1) The candidature is within the maximum duration of study;
- 2) All outstanding tuition fees have been settled;
- 3) The candidate has valid medical insurance coverage; and
- 4) The candidate possesses a valid student pass/visa (for international candidates only)

New Candidates

New candidates must register on the date stipulated in the offer letter. New candidates who register within TWO weeks after the registration date stipulated in the offer letter shall pay the late registration fee of RM100.

If the candidate fails to register or apply for a deferment of admission within the allowed period, the offer of admission is automatically lapsed.

Continuing Candidates

Active candidates must register within TWO weeks before the commencement of each semester.

A late registration fee of RM100 will be charged to the continuing candidates who register after the commencement of the semester.

Should a candidate fail to register within THREE weeks after the commencement of the semester, the candidature shall be automatically dismissed.

Candidates who fail to register for TWO consecutive semesters shall be automatically terminated.

The candidate must pay the late registration fee of RM100 and tuition fee if his appeal for reinstatement is approved.

4.3 Subject Registration

A candidate must register for subject(s) within TWO weeks before the commencement of each semester.

A full-time candidate shall register a minimum of twelve (12) credit hours per semester, unless recommended otherwise by the Faculty.

A part-time candidate shall register a minimum of three (3) credit hours per semester.

Refer to Section 10.1 for add and drop of subject(s).

4.4 Dissertation/Project Registration

Requirement for dissertation/project registration:

- 1) The candidate must complete a minimum of 9 credits hours with a CGPA of 3.00 and above;
- 2) A candidate with a CGPA below 3.00 is allowed to register for the dissertation/project upon recommendation from the Faculty Board.

A candidate shall conduct research for a dissertation/project under the supervision of an academic staff member.

A candidate is required to register for the dissertation/project by submitting the following documents to the Faculty:

- 1) Dissertation/project registration form
- 2) Abstract of dissertation/project proposal

A candidate shall register for the dissertation/project within TWO weeks after the commencement of each semester.

The Faculty shall consider the dissertation/project application based on the followings:

- 1) whether the topic is within the areas of interest of the Faculty; and
- 2) the availability and capacity of the expertise/resources/facilities in the faculty/division of MMU.

Candidates who fail to complete the dissertation/project within the stipulated period shall register and continue the dissertation/project in the subsequent semester. The candidates shall pay for the fee of dissertation/project for each semester until the completion of his dissertation/project.

4.5 Dismissed Candidate

Should a continuing candidate fails to register within TWO weeks from the registration date, the status of the candidate's candidature shall be automatically dismissed.

The candidate needs to pay the late registration fee and submit "Change in Candidature Status" form and payment receipt to IPS in order to resume as an active candidate.

Section FIVE – Fees

5.1 Fees

The candidates are required to pay the tuition fee and other fees as stipulated by the University.

All fees shall be paid upon registration.

Failure to make payment within 4 weeks after the commencement of the semester will result in the candidate being barred from sitting the final subject(s) and dissertation/project examinations.

The amount of fees is subject to change by the University.

5.2 Insurance

A candidate must have a valid medical insurance coverage throughout his candidature.

5.3 Late Registration Fee

A late registration fee of RM100 will be charged to the continuing candidates who register after the commencement of the semester.

The candidate must pay the late registration fee of RM100 to resume as an active candidate.

Late registration fee is also applicable to candidates who are entitled to fee waiver.

5.4 Refund of Tuition Fee

There is no refund of tuition fee.

For a candidate who is granted a leave of absence, all the current semester tuition fees shall be carried forward.

If a candidate drops subject(s) after the second week of the semester with the approval of the Dean of Faculty, the tuition fee will be carried forward.

Section SIX – Supervision

6.1 Supervision

Every candidate shall be assigned Supervisor(s), appointed by the Faculty R&D Committee from the academic staff of the Faculty. Supervisor or Co-supervisor (if applicable) may be appointed from another Faculty/Academic Centre.

The Supervisor(s) shall guide the candidate in his research and preparation of the final dissertation/project write-up. The Supervisor(s) is an academic member of MMU staff with expertise in possibly more than one area of study.

The academic staff member(s) appointed as Supervisor(s) shall not have any personal/business relationship with the candidate(s) assigned under their supervision.

If the Supervisor(s) is away from the University for more than a semester, the Faculty R&D Committee shall arrange for an interim supervision during that period.

In the event of the Supervisor(s) leaving the employment of the University, the Faculty R&D Committee shall appoint a replacement Supervisor(s) as soon as possible.

If there is no suitable candidate to be appointed as Supervisor(s), the Faculty R&D Committee shall appoint an academic staff member to assume the role of the Supervisor(s) in the interim until a suitable Supervisor(s) is appointed.

In the event of the withdrawal of Supervisor(s) with valid justification, the Faculty R&D Committee shall appoint a replacement Supervisor(s) as soon as possible.

A qualified academic from another institution may be appointed to act as a Supervisor/ Co-Supervisor.

In special circumstances, if a candidate finds that he is unable to work with his assigned Supervisor(s) and wishes to work with another supervisor, he is required to submit in writing through the Dean of Faculty to the Faculty R&D Committee for recommendation to the BOP and Senate.

6.2 Contacts between Candidate and Supervisor

There shall be frequent and regular contact between the Supervisor(s) and the candidate. The Supervisor(s) and the candidate shall be jointly responsible for initiating the meetings.

A candidate must meet his Supervisor(s) immediately after registration, and at least twice a month (for a full-time candidate) or once a month (for a part-time candidate) until his final submission of dissertation/project.

The Faculty must be notified if the Supervisor(s) are not able to contact the candidate for a month.

6.3 Supervisor Selection Criteria

The criteria for selecting Supervisors are as follows:

Added by
Senate No.
165, 17
October
2013

Programme	Criteria for Supervisor
Master's	(i) Ph.D. holders in the related field of studies and/or experienced in research; or (ii) Master's Degree holders with 5 years of working experience after Master's Degree in the related field of studies and experienced in research by way of academic publications.
Ph.D.	Ph.D. holders in the related field of studies with: (i) a minimum of 2 years of post-doctoral research; or (ii) evidence of scholastic excellence by way of publications as recommended by the Faculty.

Programme	Criteria for Co-Supervisor
Master's	(i) Ph.D. holders in the related field of studies and experienced in

	research; or (ii) Master's Degree holders with relevant working experience in the related field of studies and experienced in research by way of academic publications.
Ph.D.	Ph.D. holders in the related field of studies and experienced in research.

When there is only one supervisor, the supervisor must be a full-time staff of MMU. When there is more than one supervisor, the main supervisor must be a full-time staff of MMU.

*Added by
Senate No.
165, 17
October
2013*

Faculty R&D Committee may recommend academic staff with Master's degree (and currently pursuing Ph.D.) to be appointed as a main supervisor for master's student subject to fulfill of ALL the following conditions:

- i. The proposed supervisor (Master's degree holder) has a good track record on research supervision, progress (in their Ph.D.) and relevant tiered publications.
- ii. The proposed supervisor is a project leader for an external grant on a relevant topic to the Master's degree.
- iii. The proposed supervisor fulfills all MQA requirements to be a supervisor.
- iv. The proposed supervisor is recommended by Faculty R&D Committee and Faculty Board.

Faculty R&D Committee may recommend academic staff registered as a Ph.D. candidate in any institution including MMU to supervise Master's student as co-supervisor subject to the staff meet the above criteria and the research topic of the student is not related to the staff's Ph.D. project.

Faculty R&D Committee may recommend Adjunct staff:

- i. Type 1: former MMU staff to continue to co-supervise their postgraduate students without payment, if the Faculty does not have a suitable replacement.
- ii. Type 2: for research collaboration (with allowance) to co-supervise and to represent MMU to secure research collaboration.

6.4 Supervisor Appointment

When appointing a Supervisor and Co-Supervisor for a postgraduate candidate, the Faculty shall take note of the followings:

*Added by
Senate No.
165, 17
October
2013*

- 1) The proposed Supervisor/Co-Supervisor is required to show proof of expertise in the related area, i.e. via publication in the related area and years of supervision experience at the Master's/Ph.D. level, to the satisfaction of the Faculty R&D Committee.
- 2) Between the Supervisor and the Co-Supervisor, it is advisable that the more qualified staff member (with Master's or Ph.D.) be appointed as the Supervisor. Justification must be given if otherwise.
- 3) Alternatively, Supervisor who has exceeded the ratio limit can be appointed as a Co-Supervisor instead (provided that criterion (2) is met).

- 4) The Faculty R&D Committee shall ensure that the criteria for supervision (in terms of ratio/qualification/research expertise and experience) are fulfilled when appointing Supervisor and Co-Supervisor for a postgraduate candidate.
- 5) The Faculty R&D Committee shall not consider appointing a Supervisor and Co-Supervisor who are family member to each other or who are family member to the candidate.
- 6) The academic staff member(s) appointed as Supervisor(s) shall not have any personal/business relationship with the candidate(s) assigned under their supervision.
- 7) The appointment of Adjunct staff shall be limited to the maximum candidature of Ph.D. The appointment of Adjunct staff shall be approved by BOP and endorsed by Senate. The HCM will be informed to advise the President for appointment letter. *Amended by
Senate No.
164, 5
September
2013*
- 8) In the case where a candidate is employed in an industry/corporation/company where MMU staff has limited access to, Faculty may appoint qualified personnel at the industry/corporation/company as Adjunct Staff to co-supervise the student.
- 9) Students approaching their work completion seminar who are supervised by Adjunct Staff may maintain these supervisors. However, students who do not meet this criterion should only have Adjunct Staff appointed as co-supervisors.
- 10) In the event that both the Supervisor and Co-Supervisor are not able to attend the candidate's viva-voce session and the Board of Examiners meeting (on long leave, has resigned or has become disqualified), the Dean of Faculty shall appoint a nominal Supervisor. If the dissertation is recommended for re-examination, the Faculty shall appoint a new supervisor as per university procedure. *Amended by
Special
Senate No.
63, 2 July
2010*

6.5 Role of Supervisor

A Supervisor shall be responsible for the followings:

- 1) ensure that the candidate has relevant information regarding his own research and professional plans for the period of the candidate's dissertation/project;
- 2) meet the candidate at frequent intervals to discuss, assess and guide the progress of the work;
- 3) advise the candidate on the scope and presentation of the dissertation/project and on any publication likely to arise from the work;
- 4) assist the candidate to develop standards of achievement that will result in a dissertation/project of merit;
- 5) liaise with the Faculty;
- 6) encourage and facilitate the candidate's participation in conferences where relevant results of the dissertation/project may be presented;

- 7) encourage and assist, where appropriate, the candidate to publish from his dissertation/project in reputable conferences and/or journals;
- 8) evaluate the progress reports submitted by the candidate;
- 9) report the progress of the candidate as and when required by the Faculty;
- 10) ensure that the dissertation/project submitted conforms to MMU's "Guide to Preparation of Dissertation".

Section SEVEN – Monitoring and Grading System

7.1 Progress Monitoring

Candidates who register for dissertation/project must submit a progress report not later than week 14 of every semester to the Supervisor(s).

The progress report shall indicate the achievements/milestones achieved/ list of publications (if any), etc. and also include the work plan (including dissertation/project writing plan) for the next semester.

Failure to submit the progress report will result in the candidate being given a 'F' grade.

A candidate will have his candidature terminated after obtaining 3 consecutive 'F' grades.

7.2 Grading System

For a taught subject, candidates shall be appraised on TWO evaluation components as follows:

- (a) final examination, which shall constitute 50% - 70% of the total marks; and
- (b) coursework, which includes test, quiz, project, laboratory report etc., which shall constitute 30% - 50% of the total marks.

Evaluation for subjects that are practical or design-based may be 100% on coursework.

The following items pertaining to the grading system shall be determined by the Faculty Board and endorsed by the Senate:

- (a) implementation of the open book examination practice;
- (b) the percentage breakdown for the final examination and coursework; and
- (c) the breakdown for coursework.

The scheme of marks and grades shall be as follows:

Marks	Grade	GPA
90-100%	A+	4.000
80 - <90%	A	4.000
79%	A-	3.933
78%	A-	3.867
77%	A-	3.800
76%	A-	3.733
75%	A-	3.667
74%	B+	3.600
73%	B+	3.533
72%	B+	3.467
71%	B+	3.400
70%	B+	3.333
69%	B	3.267
68%	B	3.200
67%	B	3.133
66%	B	3.067
65%	B	3.000
64%	B-	2.933
63%	B-	2.867
62%	B-	2.800
61%	B-	2.733
60%	B-	2.667
59%	C+	2.600
58%	C+	2.533
57%	C+	2.467
56%	C+	2.400
55%	C+	2.333
54%	C	2.267
53%	C	2.200
52%	C	2.133
51%	C	2.067
50%	C	2.000
0-49%	F	0.000

The following codes shall be used to indicate a candidate's status:

- W - Withdrawn - A candidate has withdrawn from a particular subject two (2) weeks prior to the examination.
- I - Incomplete - A candidate is not able to attend the examination due to valid reasons approved by the BOE or a candidate has not completed the requirements of the subject but has attained at least 80% attendance at lectures, tutorials and laboratory sessions.
- U - Unofficial Withdrawal - A candidate has been absent from the examination without giving any reasons. Equivalent to '0' points

and will be included in the computation of the semester grade point average.

AU - Audit Subject - A candidate has been allowed to audit the subject and has attended at least 80% of the lectures for the subject.

R - Barred from Examination - Equivalent to Grade 'F'

EX - Expelled Candidate

Dissertation progress is graded either as pass (P) or fail (F).

7.3 Appeal for Re-grading of Subject Examination Results

A candidate who is not satisfied with his examination results may appeal for re-grading.

Appeal for re-grading of examination results must be made in writing and must reach the Examination and Records Unit not later than ONE week after the official release of the results.

A fee of RM100 for each subject must accompany the appeal.

The answer script will be re-examined by a second examiner appointed by the Dean of Faculty.

The change of grade (if any) shall be submitted to the Senate for approval through the BOE.

Appeal fee will be refunded to the candidate if the appeal is upheld.

Appeal fee will be forfeited for rejected appeal.

*Amended by
Senate No.
149, 4
August 2011*

Section EIGHT – Intellectual Property

Candidates must adhere to the provisions of the Intellectual Property Regulations of the University.

8.1 Plagiarism

The candidate must certify that the work has been done by him and has not been submitted elsewhere for the award of any degree or qualification. Proper acknowledgement must be made to the work of others.

Plagiarism includes:

- 1) Unauthorized act of copying/reproducing or attempt to copy an idea, writing or invention of another person.

- 2) Extraction of academic data which are the results of research undertaken by another person, such as laboratory findings, data obtained, whether published or unpublished, without giving due acknowledgement to the original source.
- 3) Transcription of the ideas of others which are kept in whatever form (written/printed/electronic/slide form) of teaching or research apparatus.
- 4) Unauthorized translation of the writing of another person from one language to another whether wholly or partly.

The candidate must:

- 1) always give due acknowledgement to the sources of ideas or data which are not owned by the candidate and are not truly in the public domain;
- 2) be able to distinguish between the candidate's own ideas or work and those of others, as any ambiguity in such a distinction could give rise to a suspicion of plagiarism;
- 3) give acknowledgement to the source of data, analysis or procedures which are not owned by the candidate.

The candidate has to declare that in the event of any infringement of the provisions of the Copyright Act 1987 whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and undertakes to indemnify and keep indemnified the University against all such claims and actions.

8.1.1 Plagiarism Checking

The supervisors are encouraged to run the dissertation through the plagiarism checking software approved by the University.

*Reworded
for clarity
(July 2013)*

Section NINE – Publication

9.1 Publication

Candidates are encouraged to publish.

Section TEN – Add and Drop of Subject and Withdrawal

10.1 Add and Drop of Subject

A candidate may add/drop subject(s) within TWO weeks after the commencement of the semester.

A candidate is not allowed to add/drop the subject(s) after the second week of the semester, except with the approval of the Dean of Faculty.

10.2 Withdrawal of Subject

A candidate is allowed up to TWO weeks prior to the final examination to withdraw the subject(s) in which he has registered.

Withdrawal will result in an automatic grade of 'W' to be recorded. This grade will not be included in the computation of the cumulative or semester grade point average.

10.3 Leave of Absence

If a candidate would like to carry out research in another organization/institution of research for a consecutive period of THREE months and above, prior approval of leave of absence must be obtained from the Senate of MMU.

The candidate is required to submit the "Leave of Absence" application form with the supporting documents at least THREE months in advance to the Faculty.

Application made after the stipulated allowed period will only be considered based on the following reasons with supporting documents:

- (1) Medical grounds - The candidate must submit a medical report from the doctor to the Dean of Faculty through the Programme Coordinator. Medical Certificate (MC) is NOT acceptable.
- (2) Work commitment - The candidate who is involved in company activities such as business trip or outstation assignment must submit a letter from the CEO, Director or immediate superior to the Faculty Dean through the / Programme Coordinator indicating the business activities.
- (3) To attend and fulfill course requirements - A candidate may apply leave of absence to follow another course in MMU or any other institution of higher learning, if the course is a requirement by the Faculty.
- (4) Humanitarian reasons as follows, but not limited to:
 - (a) Demise of immediate family member;
 - (b) Financial difficulties;
 - (c) Natural disaster in home country of candidate.

Leave of absence due to the above reasons will not be counted in the duration of study. Candidates must settle all outstanding fees (if any) before applying for the leave of absence.

Leave of absence applied shall not exceed 12 months for each application except under special circumstances with Senate approval.

The total duration of leave of absence granted to a candidate shall not be more than 24 months.

Candidates who have submitted dissertation/project for examination are not allowed to apply for the leave of absence.

The Faculty R&D Committee shall recommend to the BOP. Upon Senate approval, all tuition fees for current semester shall be carried forward.

After returning to the University, the candidate shall submit the “Change of Candidature Status” form to IPS to resume his candidature.

Note: The period of leave of absence shall be calculated by semester term.

10.4 Withdrawal of Candidature

A candidate who intends to withdraw from the programme shall submit the “Withdrawal” form to the Faculty.

A candidate who fails to notify the Faculty of his withdrawal is liable to all fees due to the University.

The date of receipt of a candidate’s withdrawal form by the Faculty is the official date of withdrawal.

A candidate who has withdrawn his candidature may apply for re-admission by submitting a fresh application for consideration.

Section ELEVEN – Transfer

11.1 Credit Transfer

Candidates applying for credit transfer must have completed the subject and has good academic standing at the former university or institution recognised by MMU.

Candidates shall submit the application for credit transfer together with the certified copies of the official transcripts, programme structures and syllabi when applying for the postgraduate programme in MMU.

Transfer of credit will be awarded provided that:

- 1) the subjects are relevant to the programme (covering at least 80% of the MMU subjects syllabi).
- 2) the credit of the subject to be transferred should be equivalent to the credit of the subject offered at MMU.
- 3) the previously attempted subject should have earned a minimum of grade C.
- 4) the total number of credits transferred shall not exceed 30% of the total credit of the programme.
- 5) the subjects are from accredited programme at the same level.

*Amended by
Senate No.
166, 12
December
2013*

*Amended by
Senate No.
166, 12
December
2013*

Transfer of credit is not permitted:

- 1) from bachelor degree to master degree and from master degree to doctoral degree.
- 2) from programme at higher qualification (e.g. doctoral degree) to lower programme (e.g. master degree).

*Amended by
Senate No.
166, 12
December
2013*

Horizontal credit transfer is subject to the following circumstances:

- 1) Candidate who has possessed a certain qualification and wishes to pursue another programme at the same level using the earlier qualification. (e.g. possess master degree qualification and wish to pursue another master degree)

*Amended by
Senate No.
166, 12
December
2013*

- Credit transfer is not allowed.
- 2) Candidate is taking a programme and wishes to change to another programme offered by MMU at the same level and within the same field. (e.g. from MBA to EMBA and vice versa)
 - Credit transfer is allowed. There is no limit on the number of credits allowed to be transferred.
 - If the previous programme was taken from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for doctoral degree level and 1 semester for master degree level).
 - 3) Candidate who has failed a programme and wishes to pursue another programme at the same level.
 - Credit transfer is not allowed.
 - 4) Candidate who has quitted a programme and wishes to continue another programme at the same level within MMU.
 - Credit transfer may be considered. There is no limit on the number of credits allowed to be transferred.

If the previous programme was taken from another institution of higher learning, the credit transfer is dependent on the residential year (1 year for doctoral degree level and 1 semester for master degree level).

11.2 Change of Mode of Study

(From full-time to part-time, and vice-versa)

(From part-time (weekday) to part-time (weekend), and vice-versa)

Candidates who intend to change the mode of study shall submit “Change of Mode of Study” form to the Faculty.

The respective programme coordinator shall determine the duration of study for the candidates who apply for the change of mode of study.

The Faculty R&D Committee shall recommend to the BOP for consideration.

11.3 Branch/Campus Transfer

The candidate may apply for branch/campus transfer (with no change of existing programme) by submitting the “Branch Transfer” application form to the Faculty.

The application of branch/campus transfer shall be considered by the Faculty Board.

Upon Faculty approval, the candidates are required to pay the processing fee of RM200, the difference in tuition fee and other fees (if applicable). There is strictly no refund of fees if the fees paid for former branch is higher than those of the latter branch.

11.4 Approval and Change of Dissertation/Project Title

The Faculty R&D Committee shall approve the dissertation/project title upon submission of dissertation/project registration form together with the abstract of dissertation/project by the candidates.

The change of dissertation/project title shall be done within the first semester of the period of dissertation/project. The candidate shall submit the application for the change of dissertation/project title to the Faculty R&D Committee for consideration.

The panel of evaluators shall approve the change of dissertation/project title for candidates (if any) who have passed the work completion defence. The dissertation/project title shall be forwarded to the BOP for endorsement.

The Faculty R&D Committee shall approve the change of dissertation/project title for candidates (if any) THREE months prior to the submission of dissertation/project for examination. The dissertation/project title will be forwarded to the BOP for endorsement.

11.5 Change of Specialisation

The candidate may apply for the change of specialisation by submitting the application to the Faculty. The application shall be considered by the Faculty Board.

Section TWELVE – Examination

12.1 Subject Examination

No candidate shall be eligible for admission to the final examination for any subject unless:

- 1) he is officially registered for that subject;
- 2) he has paid the tuition fees; and
- 3) he has achieved at least 80% attendance in lectures, tutorials and laboratory sessions of the subject.

Every candidate who is eligible to sit for an examination shall be given a registration confirmation slip by the Examination and Records Unit as proof of eligibility to sit for the examination.

12.1.1 Absence from Examination

In the case where a candidate is absent from the examination of any subject due to medical or humanitarian reasons, he should inform the Programme Coordinator in writing of his absence together with the evidence documents within 48 hours thereafter. The candidate is required to submit a full medical report for the absence on medical ground.

Subject(s) registered by the candidate shall be recorded as 'Incomplete' (I) upon acceptance of the given reasons. The candidate shall be allowed to sit for the replacement examination for that particular subject as the main examination when it is offered. Refer to Section 12.1.2 for incomplete subjects.

In the case where a candidate is absent from the examination of any subject due to reasons that are not acceptable by the BOE, that particular subject shall be graded as 'Fail' (F).

In the case where a candidate is absent from the examination of any subject without any reason, the Board shall record results for that particular subject as 'Unofficial Withdrawal' (U), which carries 0 point.

In the case where a candidate is required or allowed to repeat a subject, he shall be required to re-do the entire coursework and examination for that particular subject. The candidate shall register and pay for the subject fee in the subsequent semester when it is offered.

12.1.2 Incomplete Subjects

The subject(s) registered will be recorded as 'Incomplete' (I) for candidates with attendance of less than 80% or absence from final examination with acceptable reason approved by the BOE.

The candidate shall be allowed a maximum duration of one academic year (to be decided by BOE) to change the status, failing which the status for the subject shall be converted to 'F'.

12.1.3 Repeat of Subject

If a candidate repeats a subject, the best grade shall be the one taken into account for the computation of the CGPA. Grade for each attempt will be recorded on the transcript.

A candidate who fails the examination for any subject in the third attempt shall be terminated from the programme.

12.1.4 Elective Subjects

If a candidate takes more than the required number of elective subjects, the best grades of only the required number of elective subjects shall be taken into account for the computation of the CGPA.

*Added by
Senate No.
139, 3
December
2010*

12.1.5 Board of Examiners

The BOE shall be accountable to the Faculty Board and Senate.

The membership of the BOE shall comprise all academic staff members who teach the subjects, the examiners and the Faculty R&D Committee.

The Chairman of the BOE shall be the Dean of Faculty or his representative.

12.2 Proposal Defence (Structure B)

A candidate shall pass the proposal defence within the norm and maximum periods, relative to the registration date of the programme as follows:

	Research Proposal Defence (norm period)	Research Proposal Defence (maximum period)
Ph.D.(Full-time)	6 months	9 months
Ph.D.(Part-time)	9 months	12 months

Upon recommendation from the Supervisor, the candidate shall submit the proposal defence form together with the research proposal to the Faculty at least TWO weeks before the proposal defence. The research proposal shall be given to the Panel of Evaluators at least ONE week before the proposal defence.

The panel of evaluators for proposal defence shall comprise the following members:

- Chairman: Deputy Dean of Faculty (R&D) or his representative from the Faculty R&D Committee
- Members: Two academic staff members in the relevant area
- Invited member: Supervisor
- Secretary: Assistant Manager of Faculty

*Added by
Senate No.
154, 31 May
2012*

Note: The academic staff members shall be appointed by the Dean of Faculty.

The proposal defence presentation must have at least the followings:

1. Introduction and Justification of the Study
 - Research Background
 - Problem Statements and Motivations
 - Objectives and Deliverables
2. Literature Review
3. Research Methodology
4. Research Schedule

Should the panel of evaluators decides that the proposal does not meet the required standard the candidate will be given a grade 'US'.

A candidate shall be given THREE attempts to pass the proposal defence. A pass will be graded as 'S' while failure will be graded as 'US'. The candidate shall submit a new proposal defence form together with the proposal for each attempt. The panel shall be given the previous record of the proposal defence to facilitate the evaluation of the subsequent attempt.

Failure on the third consecutive attempt within the maximum period of proposal defence or obtaining the grade of 'US' beyond the maximum period of proposal defence, whichever is earlier, shall result in the termination of the candidature.

Should a candidate fail to conduct the proposal defence within the maximum period of proposal defence, the candidate is deemed to have failed and shall automatically terminated.

The panel of evaluators shall approve the dissertation title for the candidates who have passed the proposal defence. The dissertation title will be forwarded to the BOP for approval.

*Amended by
Senate No.
164, 5
September
2013*

12.3 Work Completion Defence (Structure B)

The panel of evaluators shall assess the following aspects:

- 1) whether sufficient material has been presented for examination.
- 2) whether the work done is sufficient for the degree in consideration.

The panel of evaluators of work completion defence are as follows:

Chairman	Members
Deputy Dean of Faculty (R&D) or his representative from the Faculty R&D Committee	Two academic staff member in the relevant area Invited member: Supervisor Secretary: Assistant Manager of Faculty

*Amended by
Senate No.
154, 31 May
2012*

A candidate shall be given THREE attempts to pass the work completion defence. A pass will be graded as 'S' while failure will be graded as 'US'. The candidate shall submit a new work completion form for each attempt. The panel shall be given the previous record of the work completion defence to facilitate the evaluation of the subsequent attempt.

Failure on the third consecutive attempt shall result in the termination of the candidature. Upon recommendation from the Supervisor, the candidate shall submit the work completion defence form with the dissertation draft to the Faculty at least TWO weeks before the work completion defence. The faculty shall arrange the work completion defence. The dissertation draft shall be given to the panel of evaluators at least ONE week before the work completion defence.

The candidate shall normally conduct the work completion defence and pass it by week 14 in the final semester of the dissertation.

The work completion defence presentation must have at least the followings:

- 1) Introduction
 - a. Objectives and Deliverables
 - b. Contribution to Knowledge
- 2) Research Background/Literature Review
- 3) Research Methodology
- 4) Implementation/Results and Discussion
- 5) Conclusion and Future Work

The Supervisor is required to propose the examiners for the dissertation to the Faculty R&D Committee when the candidate has passed the work completion defence. The BOP shall consider the appointment of examiners upon recommendation from the Faculty R&D Committee.

*Amended by
Senate No.
164, 5
September
2013*

12.4 Appointment of Examiners

The appointment letters for examiners will be issued upon BOP approval. The examiners are given THREE weeks to reply to the Faculty on whether they wish to accept the offer to act as an examiner.

*Amended by
Senate No.
164, 5
September
2013*

Upon the examiners' confirmation of acceptance, the dissertation will be sent to the respective examiners, giving them ONE month from the date of receipt of dissertation to submit their reports.

The Faculty shall send TWO reminders, a week before and after the ONE month deadline, to the examiner(s) for their reports.

If there is no response from the examiners after the 2nd reminder, the Faculty shall initiate the appointment of new examiners for replacement. The Faculty shall write officially to the former examiners informing them of the annulment of their appointment.

The panel of examiners is shown in the following table.

Programme	Panel of Examiners	Criterion for Appointment of Examiners
Doctoral (Structure B)	ONE Internal Examiner TWO External Examiners	The examiners shall be at least a Senior Lecturer with Ph.D. qualification. The internal examiner shall be assigned a maximum of FIVE Doctoral dissertations to be examined at any one time. The external examiner may be assigned a maximum of SIX Doctoral dissertations to be examined at any one time.
Master's (Structure C)	ONE Internal Examiner	The internal examiner shall be at least a Lecturer with Master's qualification. The internal examiner may be assigned a maximum of FIVE projects to be examined at any one time.

*Amended by
Special
Senate No.
64, 1
September
2010*

The followings are the criteria that shall be taken into account in appointing the internal and external examiners.

Requirements of Appointing External Examiners	Criteria for Internal Examiner
<ol style="list-style-type: none"> 1) The examiner should possess a Ph.D. qualification. 2) The examiner should possess a track record of having graduated at least 2 theses at the Master's/Ph.D. level by research. 3) The examiner should have relevant 	<ol style="list-style-type: none"> 1) At least a Lecturer with Master's qualification by research or with track record of 3 years in the domain for Master's programme (Structure C). 2) At least a Lecturer with Ph.D. qualification for Doctoral programme

*Amended by
Special
Senate No.
64, 1
September
2010*

<p>publications in international journals (or equivalent) in the last five years.</p> <p>4) The examiner should be attached to a university/ R&D institution/ R&D laboratory, such as:</p> <ul style="list-style-type: none"> • IPTA; • Foreign university recognised by the Senate of MMU; • IPTS with university status. <p>5) Both the examiners should not come from the same institution.</p> <p>6) When appointing external examiners, the Faculty is required to submit the curriculum vitae of the proposed examiners, including five most recent and relevant publications, preferably in reputable journals.</p> <p>7) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the external examiner.</p>	<p>(Structure B).</p> <p>3) Having published and experienced in the research area of the dissertation being examined. The information on the research area of the internal examiner must be stated in the submission of dissertation title and examiners to the BOP.</p> <p>4) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the internal examiner.</p> <p>5) Having a minimum qualification of no less than the supervisor.</p>
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*Amended by
Senate No.
165, 17
October
2013*

In cases where an internal examiner cannot be identified within MMU, an external examiner shall be appointed based on the internal examiner criteria.

As a general guideline, an external examiner should not be appointed more than once within the past 12 months.

The equivalency between academia and research is as follows:

Academia	Research
Lecturer	Member of Technical Staff (> 3 years of research experience)

*Amended by
Special
Senate No.
64, 1
September
2010*

12.5 Dissertation Preparation (Structure B)

MMU provides a guide for the submission and preparation of a postgraduate dissertation. It covers information on the procedure for dissertation submission, format, arrangement of the chapters, design and layout of the cover and preliminary pages, pagination and use of font size and font type. MMU adopts a modified version of the APA format.

12.6 Dissertation Submission (Structure B)

On completion of the dissertation, a candidate shall submit an unbound copy of the dissertation to the Supervisor to be checked for conformity to the format stipulated in the 'Guide to the Preparation of Dissertation' before it is allowed to be submitted for examination.

The candidate must submit ONE digital copy (burn into CD) of dissertation with the following number of comb-bound copies of his dissertation to the Faculty for examination.

Programme	Doctoral
Number of comb-bound copies of dissertation	5

12.7 Dissertation Examination (Structure B)

12.7.1 Membership of Board of Examiners

The membership of BOE is as follows:

Membership of BOE	Note
(a) Chairman: Dean of Faculty or his representative from the Faculty R&D Committee; (b) Two External Examiners (or report in lieu); (c) One Internal Examiner; and (d) One Faculty R&D representative. Secretary: Assistant Manager of Faculty	The Supervisor of the candidate shall be invited to attend the BOE meeting.

Amended by
Senate No.
154, 31 May
2012

The notice for the BOE meeting together with the reports of the examiners shall be circulated to all members at least ONE week before the meeting except to the Supervisor, who will only be given the report during the BOE meeting.

All examiners' reports for the BOE meeting shall be strictly confidential.

12.7.2 Responsibilities of Board of Examiners

- 1) The BOE shall conduct a viva voce for the candidate.
- 2) The Board shall examine the candidate's depth of knowledge on the topic of his research.
- 3) After the viva voce, the Board shall deliberate on the performance of the candidate and the standard achieved in his dissertation, and make a consensus decision. If no consensus is achieved, the item will have to be brought to Senate with a detailed report. The minutes of the BOE will have to be presented as well.

Amended by
Senate No.
142, 4 June
2010

The Chairman of the BOE must try his best to steer the committee to reach a consensus (not through voting) and to ensure all procedures are followed and required standards are achieved. Every BOE member will be responsible for the decisions that they make. The dissertation quality will be the responsibility of all BOE members.

- 4) All members of the Board of Examiners, including the Chairman, are full members. The additional roles of:
- (i) Chairman
 - To guide the Board to reach a consensus decision.
 - To ensure the dissertation reaches the required standard.
 - To ensure the viva is conducted in a proper manner.
 - (ii) Senate Representative
 - To ensure that all rules, regulations and procedures stipulated by Senate are adhered to.
 - (iii) Dean of Faculty/Deputy Dean (Academic or R&D)
 - To ensure that the Faculty's standards are maintained.
- 5) The Dean/Deputy Dean of Faculty (Faculty representative) shall present the external examiners' report in their absence.
- 6) The Supervisor shall take note of the amendments required by the BOE. In the event that the Supervisor is away from MMU, the Dean of Faculty shall appoint a nominal Supervisor and to be approved by VP (R&D). After the BOE, the Supervisor can immediately discuss with the candidate to make all the changes and send it for checking by either the Internal/External Examiner as required by BOE. The checking can be done and the bound dissertation submitted even before the official report comes out. Candidates/supervisors may submit the dissertation without the official report.

*Amended by
Special
Senate No.
63, 2 July
2010*

The validity of the nominal supervisor's appointment lapses when the result of the BOE is re-examination.

12.7.3 Viva-Voce

The viva voce will be arranged once the reports from all the examiners have been received. The candidate will be given ONE week notice for the viva. Due to the short notice given, candidates are advised to keep the Faculty informed of their whereabouts and contact numbers.

*Reworded
for clarity
(September
2010)*

The University shall practice an open viva system where the viva session shall be open to the University community. The BOE will deliberate on the reports by the external and internal examiners without the presence of the candidate, after which the viva session shall start with the presentation by the candidate (approximately 30 - 45 minutes for a Doctoral candidate and 20 - 30 minutes for a Master's candidate) covering all aspects of a typical dissertation:

- Introduction
- Objectives and Deliverables
- Contribution to Knowledge
- Research Background/Literature review
- Research Methodology/Analysis and Design
- Implementation/Results and Discussion
- Conclusion and Future Work

This will be followed by a defence of the dissertation, i.e. Q&A session. In this session, the Supervisor is not allowed to answer on behalf of the candidate unless requested by the Board.

After the Q&A, the candidate and audience will be asked to leave the room while the BOE deliberates on the decision. The Supervisor will take note of the results and amendments/corrections that need to be done and of the timeline for the candidate to submit the revised dissertation.

12.7.4 Decision

One of the following decisions shall be made on the dissertation at the conclusion of the viva-voce:

- **Pass [1]**
The dissertation is accepted and the candidate has achieved the required standard for the award of the degree subject to formatting, typographical- and spelling corrections.
- **Pass with Minor Modifications [2]**
The dissertation needs minor amendments/corrections.
- **Fail [3]**
The dissertation has not achieved the status of pass.

The candidates will be informed of the improvements/amendments through their Supervisor for decisions [1] and [2].

12.7.5 Appeal on BOE Decision

In the event a candidate is not satisfied with the decision of the BOE, he may submit a written appeal to the BOP through the Dean of Faculty.

12.8 Project Examination (Structure C)

12.8.1 Decision

Evaluation for project may be 100% on the project report or based on an assessment scheme approved by the Senate.

12.9 Amendments and Submission of Dissertation/Project

The decision of the BOE for dissertation shall be forwarded to the Senate for endorsement.

A candidate is required to submit THREE bound copies of the dissertation and an electronic copy to the Faculty within the stipulated time.

A candidate who fails to submit the amended dissertation/project within the stipulated time is deemed to have the dissertation rejected/failed.

12.9.1 Dissertation Amendments: [1] or [2]

A candidate whose dissertation is rated as [1] or [2] is given TWO weeks to submit the final bound hard cover copies of the dissertation to the Faculty.

Within that period the candidate must submit the final draft (a comb-bound copy) to the Supervisor at the soonest possible date to ensure all processes thereafter may be completed in time.

The Supervisor shall guide the candidate to make the changes and the Internal Examiner shall verify that all required amendments have been made.

If required, the candidate can apply through his Supervisor to the Dean of Faculty for an extension of the period. The extension shall not be for more than 14 days, and only one extension shall be granted.

12.9.2 Project Amendments

A candidate is given TWO weeks to submit the final bound hard cover copies of the project report to the Faculty.

The decision of the BOE will be conveyed to the candidate officially in writing by the Secretary of the BOE within ONE week.

The letter will indicate the exact amendments to be made to the project as suggested by the BOE. A copy of the letter will also be sent to the Supervisor.

Within that period the candidate shall have to submit the final draft (a comb-bound copy) to the Supervisor at the soonest possible date to ensure all processes thereafter may be completed in time.

The Supervisor shall guide the candidate to make the changes and the Internal Examiner shall verify that that all required amendments have been made.

If required, the candidate can apply through his Supervisor to the Dean of Faculty for an extension of the period. The extension shall not be for more than 14 days, and only one extension shall be granted.

12.10 GRADUATION

The Senate shall award the degree upon the recommendation of the BOE once all Requirements for Conferment of Degree have been met.

12.10.1 Requirements for Conferment of Degree

A candidate is deemed academically eligible to be conferred the degree if he:

- 1) passes all the core subjects, dissertation/project and achieves a minimum CGPA of 3.00 for the programme; and
- 2) fulfills all the requirements of the University Regulation and pays all the dues outstanding to the University.

Section THIRTEEN – Termination and Appeal

13.1 Termination

The candidature shall be terminated if:

- 1) The candidate is not able to complete the programme within the maximum period.
- 2) The candidate conducts himself in such a manner that is deemed to contravene any Statute, Rule or Regulation of the University.
- 3) The candidate's project progress is unsatisfactory for three consecutive progress monitoring evaluations.
- 4) The candidate does not pay the required fees within a stipulated period.
- 5) The candidate is found guilty of examination offence.
- 6) The candidate who is on PROBATION for THREE consecutive semesters shall be terminated.
 - A candidate shall be put under probation status if upon 15 credit hours, the candidate's GPA in a trimester is below 2.00 (Structure C – Master's level).
 - A candidate shall be put under probation status if upon 24 credit hours, the candidate's GPA in a trimester is below 2.67 (Structure C – Master's level).
 - A candidate shall be put under probation status if upon 18 credit hours, the candidate's CGPA is below 2.00 for TWO consecutive semesters (Structure B – Doctoral level).

*Amended by
Senate No.
150, 14
October 2011*

13.2 Appeal

A candidate whose candidature has been terminated may appeal to the VP (R&D) through the Dean of IPS for reinstatement of his candidature if his first appeal to the Dean of IPS failed.

*Amended by
Senate No.
141, 1 April
2011*

The lapsed time between termination and reinstatement shall not exceed 12 months.

Appeals shall be considered by the Appeal Committee, which shall consist of THREE members from among the Faculty Deans appointed by the Vice President (R&D). The decision by the President based on the recommendation of the Appeal Committee is FINAL and no further appeal will be considered.

Section FOURTEEN – Others

14.1 Faculty Facilities

It is the responsibility of the faculties to provide the facilities, such as bench space, the use of telephone, computer, etc. to their respective candidates. All faculties should produce guidelines on the availability of faculty resources. It should be made clear to the candidates what facilities they are entitled to.

14.2 Grievance Procedure

Candidates who have any grievance relating to their postgraduate study should raise it in the first instance with their Supervisor. If the matter is not settled to their satisfaction, they should take the matter up to the Dean of Faculty. As a final stage, the candidates may appeal to BOP through the Dean of IPS to consider, adjudicate upon, and, if thought fit, redress any grievance.

14.3 Penalty

If a candidate is found to have contravened any rules and regulations of the University, disciplinary action will be taken against the candidate by the relevant authority of the University.