



POSTGRADUATE HANDBOOK

for

Structure A (Research)

1 October 2014

Table of Contents	Page
Section ONE – General	
1.1 Definitions	1
1.2 Postgraduate Administrative Structure	2
Section TWO – Master’s and Ph.D. Programmes by Research (Structure A)	
2.1 Mode of Study	4
2.2 Duration of Study	5
2.2.1 <i>Extension of Candidature</i>	
Section THREE – Admission	
3.1 Entry Requirement	6
3.2 English Language Requirement	8
3.3 Application Procedure	8
3.4 Deferment of Admission	10
Section FOUR – Registration	
4.1 New Candidate	10
4.2 Active Candidate	11
4.3 Dismissed Candidate	12
Section FIVE – Fees	
5.1 Fees	12
5.2 Insurance	12
5.3 Late Registration Fee	12
5.4 Refund of Tuition Fee	12
Section SIX – Supervision	
6.1 Supervision	13
6.2 Contacts between Candidate and Supervisor	13
6.3 Supervisor to Candidate Ratio	14
6.4 Supervisor Selection Criteria	14

6.5	Supervisor Appointment	15
6.6	Role of Supervisor	16
Section SEVEN – Monitoring and Grading System		
7.1	Progress Monitoring	17
Section EIGHT – Intellectual Property		
8.1	Plagiarism	18
	<i>8.1.1 Plagiarism Checking</i>	
Section NINE – Publication		
9.1	Publication	19
Section TEN – Leave of Absence and Withdrawal		
10.1	Leave of Absence	19
10.2	Withdrawal of Candidature	20
Section ELEVEN – Candidature		
11.1	Change of Field of Research	21
11.2	Change of Mode of Study	21
11.3	Programme Conversion	22
11.4	Branch/Campus Transfer	23
11.5	Approval Thesis Title	23
Section TWELVE – Examination		
12.1	Proposal Defence	23
12.2	Early Submission of Thesis	24
12.3	Work Completion Defence	25
12.4	Appointment of Examiners	26
12.5	Thesis Preparation	28
12.6	Thesis Submission	28
12.7	Thesis Examination	28
	<i>12.7.1 Membership of Board of Examiners</i>	

12.7.2	<i>Responsibilities of Board of Examiners</i>	
12.7.3	<i>Quorum for Board of Examiners</i>	
12.7.4	<i>Viva-Voce</i>	
12.7.5	<i>Decision</i>	
12.7.6	<i>Re-Examination</i>	
12.8	Appeal on BOE Decision	32
12.9	Amendments and Submission of Thesis	32
12.9.1	<i>Thesis Amendments</i>	
12.9.2	<i>Change of Thesis Title</i>	
12.10	Graduation	33
12.10.1	<i>Requirements for Conferment of Degree</i>	

Section THIRTEEN – Termination and Appeal

13.1	Termination	34
13.2	Appeal	34

Section FOURTEEN – Others

14.1	Faculty Facilities	34
14.2	Grievance Procedure	35
14.3	Penalty	35

Section ONE – General

This handbook is intended to provide the essential information to postgraduate candidates by Structure A (research). 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 candidates.

1.1 Definitions

M.Eng.Sc.	- Master of Engineering Science
M.Phil.	- Master of Philosophy
M.Sc.	- Master of Science
Ph.D.	- Doctor of Philosophy
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
Q&A	- Question and Answer
R&D	- Research and Development
Senate	- Senate of Multimedia University
Structure A	- Master's and Ph.D. Programmes by Research
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.

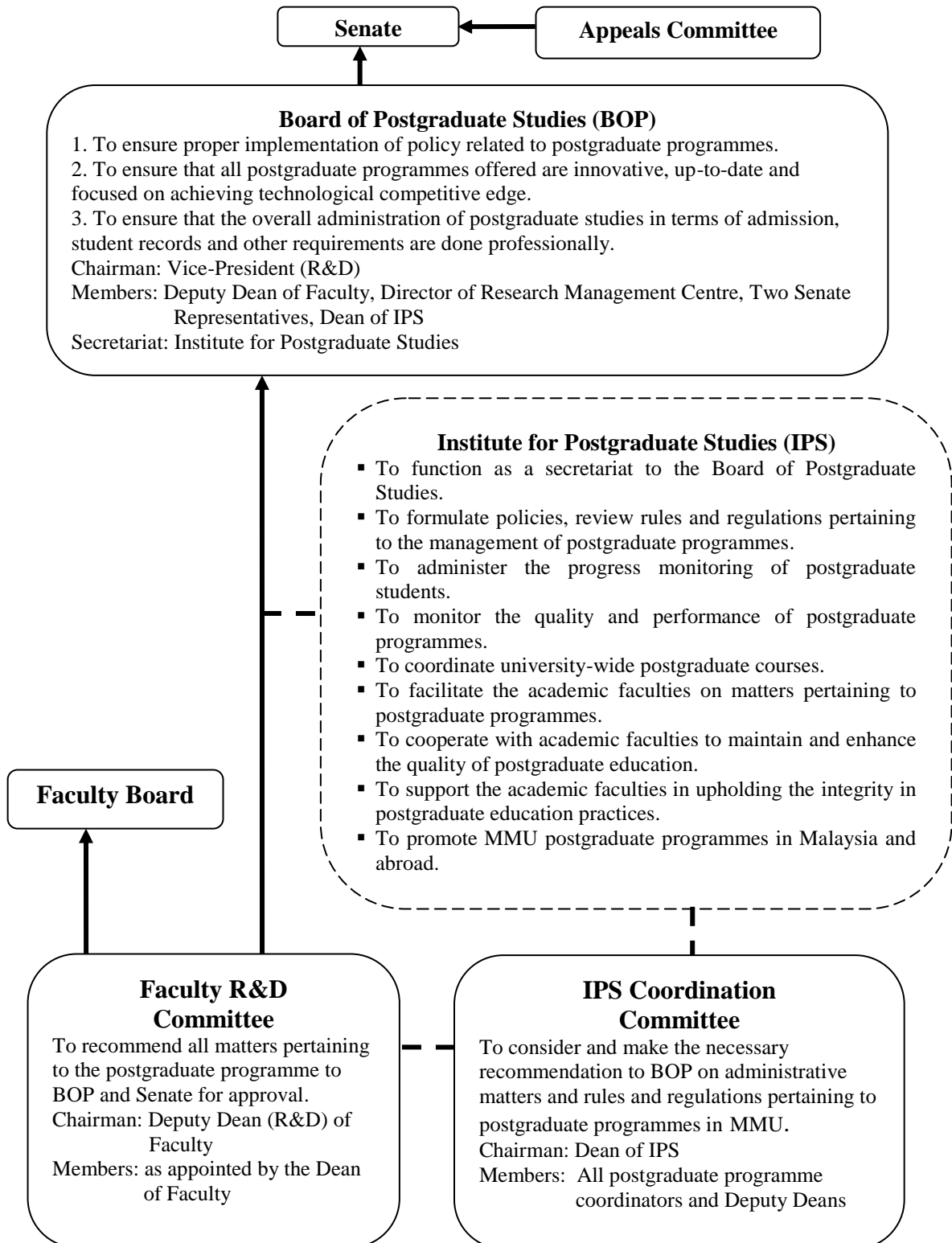


Diagram 1: Postgraduate Administrative Structure

Section TWO – Master’s and Ph.D. Programmes by Research (Structure A)

A candidate must conduct research under the supervision of the academic staff and submit a thesis for the fulfillment of the graduation requirements. In addition, he must register for and pass subject(s) as required by the respective Faculty. **The Dean of IPS may, on special circumstances, approve exemptions for these subjects upon the recommendation of the Faculty.**

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Special
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61, 29 April
2010*

Postgraduate Programmes in Structure A 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.Sc.	•			•	•	•		
2.	Ph.D. (Engineering)	•			•	•	•		

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.Sc.	•			•	•		•	
2.	Ph.D. (Engineering)	•			•	•		•	

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.Sc. (Information Technology)	•			•	•	•		
2.	Ph.D. (Information Technology)	•			•	•	•		

Faculty of Information Science and Technology

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Sc. (Information Technology)	•			•	•		•	
2.	Ph.D. (Information Technology)	•			•	•		•	

Faculty of Management

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Phil. (Management)	•			•	•	•		
2.	Ph.D. (Management)	•			•	•	•		

Graduate School of Management

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Phil. (Management)	•			•	•	•		
2.	Ph.D. (Management)	•			•	•	•		

Faculty of Business

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Phil. (Management)	•			•	•		•	
2.	Ph.D. (Management)	•			•	•		•	

Faculty of Creative Multimedia

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus	PSDC
		A	B	C	Full-time	Part-time			
1.	M.Sc. (Creative Multimedia)	•			•	•	•		
2.	Ph.D. (Creative Multimedia)	•			•	•	•		

2.1 Mode of Study

A candidate is required to spend a stipulated amount of time at the University. He should have face-to-face consultations and regular contacts with his supervisor(s). He must be familiar with University facilities, resources and regulations.

A candidate, who may be employed, may register as a part-time candidate if he is able to devote part-time study to his research.

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

Mode of Study	Requirement
Full-time	Registered and present at MMU for the whole period of candidature
Part-time	Registered and present at MMU for at least 10 working days

*Reworded
for clarity
(October
2014)*

	per year
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2.2 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)
Ph.D. (full-time)	3	5	3.5
Ph.D. (part-time)	5	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.

2.2.1 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 thesis. The norm period of extension requested shall be SIX or TWELVE months

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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.

If a candidate is given an extension of one year, he must submit a draft of the thesis 6 months before the due date to IPS through the Supervisor/Co-Supervisor. All applications for 2nd and subsequent extension must be submitted together with the draft of the thesis.

The candidate has to complete the "Extension of Candidature" form and submit the form with the progress report together with the draft of the thesis (if applicable) to the faculty through the supervisor(s) at least SIX 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) Thesis Writing Plan (with justification for the required period of extension)
- (e) Gantt Chart of Thesis 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

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recommend to the BOP. Upon BOP approval, the candidate is required to pay the extension fee and all fees charged by the University.

Section THREE – Admission

3.1 Entry Requirement

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

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January
2014*

Programme	Entry Requirement
Master of Engineering Science	<ul style="list-style-type: none"> (i) A Bachelor's degree with minimum CGPA of 2.75 or equivalent, in an Engineering or Engineering Technology or related field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, in an Engineering or Engineering Technology or related field from MMU or institutions recognised by Senate, and evidence of at least one (1) year relevant working or research experience, can be accepted subject to rigorous internal assessment; or (iii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in an Engineering or Engineering Technology or 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 Science (Information Technology)	<ul style="list-style-type: none"> (i) A Bachelor's degree with minimum CGPA of 2.75 or equivalent, in a Computer Science or Information Technology or relevant field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, in a Computer Science or Information Technology or relevant field from MMU or institutions recognised by Senate, and evidence of at least one (1) year relevant working or research experience, can be accepted subject to rigorous internal assessment; or (iii) A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a Computer Science or Information Technology or relevant 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 Science (Creative Multimedia)	<ul style="list-style-type: none"> (i) A Bachelor's degree with minimum CGPA of 2.75 or equivalent, in a Creative Multimedia or related field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, in a Creative Multimedia or related field from MMU or institutions recognised by Senate, and evidence of at least one (1) year relevant working or research experience, can be accepted subject to rigorous internal assessment; or A Bachelor's degree or equivalent not meeting CGPA of 2.50, in a Creative Multimedia or 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	Entry Requirement
Master of Philosophy (Management)	<ul style="list-style-type: none"> (i) A Bachelor's degree with minimum CGPA of 2.75 or equivalent, in a related field from MMU or institutions recognised by Senate; or (ii) A Bachelor's degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, in a related field from MMU or institutions recognised by Senate, and evidence of at least one (1) year relevant working or research experience, can be accepted subject to rigorous internal assessment; 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.
Doctor of Philosophy (Engineering)	<ul style="list-style-type: none"> (i) A Master's degree or equivalent in an Engineering or Engineering Technology or related field from MMU or institutions recognised by Senate; or (ii) A Master's degree or equivalent in a non-related field from MMU or institutions recognised by Senate, and evidence of at least two (2) years relevant working or research experience; or (iii) Other academic qualifications equivalent to (i) or (ii) that are accepted by Senate.
Doctor of Philosophy (Information Technology)	<ul style="list-style-type: none"> (i) A Master's degree or equivalent in a Computer Science or Information Technology or related field from MMU or institutions recognised by Senate; or (ii) A Master's degree or equivalent in a non-related field from MMU or institutions recognised by Senate, and evidence of at least two (2) years relevant working or research experience; or (iii) Other academic qualifications equivalent to (i) or (ii) that are accepted by Senate.
Doctor of Philosophy (Creative Multimedia)	<ul style="list-style-type: none"> (i) A Master's degree or equivalent in a Creative Multimedia or related field from MMU or institutions recognised by Senate; or (ii) A Master's degree or equivalent in a non-related field from MMU or institutions recognised by Senate, and evidence of at least two (2) years relevant working or research experience; or (iii) Other academic qualifications equivalent to (i) or (ii) that are accepted by Senate.
Doctor of Philosophy (Management)	<ul style="list-style-type: none"> (i) A Master's degree or equivalent in a related field from MMU or institutions recognised by Senate; or (ii) A Master's degree or equivalent in a non-related field from MMU or institutions recognised by Senate, and evidence of at least two (2) years relevant working or research experience; or (iii) Other academic qualifications equivalent to (i) or (ii) that are accepted by Senate.

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

3.2 English Language Requirement

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

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2011*

- 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.

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)

Research proposal	Research proposal
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.
Application is open throughout the year for research-based programme.

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 Universiti Telekom Sdn. Bhd. (436821-T) Institute for Postgraduate Studies Multimedia University Persiaran Multimedia, 63100 Cyberjaya, Selangor Darul Ehsan, Malaysia. Tel: 03-8312 5560 Fax: 03-8312 5300	For programme offered in MMU Melaka Campus 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
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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, title of thesis offered and the appointed Supervisors and Co-Supervisors 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.

The Faculty shall consider a postgraduate 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.

When recommending an application for approval to the BOP and Senate, the Faculty shall classify the research under the following scheme:

- 1) Field of Research
- 2) Area of Research
- 3) Title of Thesis

The Malaysian R&D Classification System (<http://www.mastic.gov.my>) shall serve as the guide to categorize the field and area of research.

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 academic year 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 a valid medical insurance coverage; and
- 4) The candidate possesses a valid student pass/visa (for international candidates only)

Active candidates must re-register within TWO weeks before the registration date of each subsequent academic year.

A late registration fee of RM25 per working day, up to a maximum of RM250, will be charged to the continuing candidates who do not re-register after the registration date.

Should a candidate fail to re-register after TWO weeks from the registration date, the candidate's candidature shall be automatically dismissed. He must pay all fees to change his status to active.

Failure to re-register after EIGHT months from the registration date, the candidate's candidature shall be automatically terminated.

The candidate must pay the late registration fee of RM250 and tuition fee if the appeal for reinstatement is approved.

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

4.3 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.

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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.

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 RM25 per working day, up to a maximum of RM250, will be charged to the continuing candidates who do not register after the registration date.

The candidate must pay the late registration fee of RM250 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.

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 thesis 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 of former MMU staff (i.e. Type 1) and someone from another institution (Type 2 - research collaboration) may be appointed as an adjunct staff to act as a Co-Supervisor for the appointment of 2 years and it is renewable subject to the BOP approval.

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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 thesis.

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

6.3 Supervisor to Candidate Ratio

The Supervisor (Main) to Candidate Ratios for thesis supervision are as follows:

Academic Position	Supervisor to Candidate Ratio
Professor	1:10
Associate Professor	1:7
Principal Lecturer	1:6
Senior Lecturer	1:5
Lecturer	1:3
Adjunct Staff	*1:3
External Consultant	**1:5

***Adjunct Staff should have a ratio of 1:3 for co-supervision.**

**** External Consultant is only appointed for students who are staff of MMU. (Please refer to the External Consultant Policy in MMU Intranet.)**

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63, 2 July
2010

6.4 Supervisor Selection Criteria

The criteria for selecting Supervisors and Co-Supervisors are as follows:

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.

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.

6.5 Supervisor Appointment

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

- 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.
- 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 thesis is recommended for re-examination, the Faculty shall appoint a new supervisor as per university procedure.

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Senate No.
164, 5
September
2013*

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2010*

6.6 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 research;
- 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 thesis and on any publication likely to arise from the work;
- 4) assist the candidate to develop standards of achievement that will result in a thesis of merit;
- 5) liaise with the Faculty;
- 6) keep in regular contact with the Co-Supervisor (if any);
- 7) encourage and facilitate the candidate's participation in conferences where relevant results of the research may be presented;
- 8) encourage and assist, where appropriate, the candidate to publish from his research in reputable conferences and/or journals;
- 9) evaluate the progress reports submitted by the candidate;
- 10) report the progress of the candidate as and when required by IPS;
- 11) ensure that the thesis submitted conforms to MMU's "Guide to Preparation of Thesis".

The Co-Supervisor shall:

- 1) assist the Supervisor in supervising the candidate;
- 2) act as the supervisor in the absence of the Supervisor;
- 3) be involved in all stages of the planning of the candidate's research plan;
- 4) maintain a level of communication with the Supervisor and candidate so as to allow him to participate in the supervision or act as a substitute for the Supervisor whenever this is necessary;
- 5) evaluate progress reports submitted by the candidate;
- 6) report the progress of the candidate as and when required by IPS;
- 7) ensure that the thesis submitted conforms to MMU's "Guide to Preparation of Thesis".

The Adjunct staff shall:

- 1) assist the Supervisor in supervising the candidate;
- 2) submit a half-yearly progress report on postgraduate performance to the Dean of Faculty and report to BOP through IPS;
- 3) liaise with the Faculty and IPS at MMU;
- 4) maintain regular contact with the internal supervisor and the postgraduate candidate(s).

Section SEVEN – Monitoring and Grading System

7.1 Progress Monitoring

Every candidate must submit a half-yearly progress report or present his progress report in a research colloquium as part of the progress monitoring in May/June and November/December.

The progress report shall indicate the achievements/milestones achieved/list of publications (if any), etc. and also include the work plan (including thesis writing plan) for the next 6 months.

The appointed panel of evaluators shall grade the progress of the candidate either Satisfactory (S) or Unsatisfactory (US).

Failure to present in the half-yearly research colloquium will result in the candidate being given a 'US' grade.

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

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) acknowledge 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 required to run the thesis through the plagiarism checking software approved by the University. The similarity index for each chapter shall not exceed 10%. Should the similarity index is more than 10%, the supervisors are required to provide the justifications.

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for clarity
(July 2013)*

Section NINE – Publication

9.1 Publication

Programme	Registered Before 1 January 2012	Registered After 1 January 2012
Ph.D.	Every Ph.D. candidate must have submitted at least one manuscript to international journals and/or top conference proceedings arising from the research work carried out during his candidature before submission of his thesis for examination.	Every Ph.D. candidate must have at least one accepted or published manuscript in international journals (Tier 3 and above or equivalent creative output) or conference proceedings (rated as A* and A) or as deemed equivalent by the Senate, arising from the research work carried out during his candidature before submission of his thesis for examination.
Master's	Master's candidates are encouraged to publish.	Master's candidates are required to submit at least one manuscript to journal of Tier 3 and above or equivalent creative output or presentation of full paper in the Scopus/ISI-indexed international conference before graduation.

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Section TEN - Leave of Absence and Withdrawal

10.1 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 Supervisor(s). 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 Dean of Faculty through the Supervisor(s) 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 thesis for examination are not allowed to apply for the leave of absence.

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

Note: Tuition fee to be paid by candidate will be pro-rated over the number of months granted per year.

10.2 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 – Candidature

11.1 Change of Field of Research

A candidate may apply for change of field of research within the SIX months from the beginning of candidature and the candidature shall continue upon Senate approval.

The application for the change of field of research is not allowed after SIX months from the beginning of candidature.

Under special circumstances, the candidate may appeal to Senate through the Dean of Faculty and his candidature shall start afresh upon Senate approval.

11.2 Change of Mode of Study

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

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

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

The maximum duration of study after conversion will be based on the time elapsed between the earlier and subsequent maximum duration of study based on the formula as follows:

(i) Full-time to part-time

Maximum duration = $\frac{\text{Maximum period for part-time (Years)}}{\text{Maximum period for full-time (Years)}} \times \text{remaining period of candidature (Months)}$
 of study for Part-time (Months)

(ii) Part-time to full time

Maximum duration = $\frac{\text{Maximum period for full-time (Years)}}{\text{Maximum period for part-time (Years)}} \times \text{remaining period of candidature (Months)}$
 of study for Full-time (Months)

Duration of Study after the Change of Mode of Study

	Change from full-time to part-time	Change from part-time to full-time	
Maximum years of study	e.g. Master’s programme	e.g. Ph.D. programme	
	Maximum years of study for full-time programme	Maximum years of study for part-time programme	Maximum years of study for full-time programme
	3	5	7
Submission of application	March 2009		March 2009
Registration date	1 March 2008		1 March 2008

Number of months spent for the study	12 months	12 months
Current remaining period of candidature (number of months)	36 months - 12 months = 24 months	84 months - 12 months = 72 months
Maximum duration of study after conversion (number of months)	$\left(\frac{5}{3}\right) \times 24 = 40$ months	$\left(\frac{5}{7}\right) \times 72 = 51$ months
End date of candidature	30 June 2012	31 May 2013

The conversion calculation shall be done at the Faculty level before the recommendation is submitted to BOP for consideration.

11.3 Programme Conversion

A candidate registered for a Master's degree programme with at least CGPA 3.67 at bachelor's degree level may apply to convert their candidacy to a Ph.D. degree programme.

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Senate No.
165,
October
2013*

A full-time candidate must have completed at least SIX months of the Master's programme. The application for programme conversion is not allowed after 18 months from the registration date.

A part-time candidate must have completed at least TWELVE months of the Master's programme. The application for programme conversion is not allowed after 24 months from the registration date.

The candidate shall submit the application form with a Ph.D. research proposal to the Faculty.

The panel of examiners shall be appointed by the BOP upon Faculty's recommendation.

Panel of Examiners	
Chairman	Dean of Faculty
Members	<ol style="list-style-type: none"> 1. Supervisor and Co-Supervisor 2. Two academic staff members in the relevant domain (Ph.D. holders).^{a,b} 3. A member of Faculty R&D Committee (in addition to the above).^a

^a. Recommended by Faculty.

^b. One of the academic staff members with relevant research area shall be appointed from another faculty.

The panel of examiners shall evaluate the Ph.D. research proposal and conduct the viva-voce.

The panel of examiners shall submit a comprehensive report with recommendations to Senate for approval by highlighting the merits and achievements that support or justify the conversion.

Upon Senate approval, the candidature shall continue with the minimum and maximum duration of study of the Ph.D. programme.

11.4 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 candidate is 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.

11.5 Approval of Thesis Title

The panel of evaluators shall recommend the thesis title for candidates who have passed the work completion defence. The thesis title shall be forwarded to the BOP for approval.

Section TWELVE – Examination

12.1 Proposal Defence

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)
Master’s (Full-time)	3 months	6 months
Master’s (Part-time)	6 months	9 months
Ph.D.(Full-time)	6 months	9 months
Ph.D.(Part-time)	9 months	12 months

Upon recommendation from the Supervisor and Co-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:
 1. Supervisor and Co-Supervisor
 2. For Ph.D.: Two Academic staff members in the relevant area (at least one of them is a Ph.D. holder)
 3. For Master's: Two academic staff members in the relevant area

- Secretary: Assistant Manager of Faculty

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 thesis title for the candidates who have passed the proposal defence. The thesis title will be forwarded to the BOP for approval.

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Senate No.
164, 5
September
2013*

12.2 Early Submission of Thesis

A candidate may apply for early submission of thesis to the BOP and Senate at least SIX months prior to the minimum period for thesis submission. The Faculty may arrange the early submission evaluation provided that the candidate has completed the thesis and ready for examination.

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A panel for the early submission evaluation should be formed by the Faculty consisting of evaluators given in Section 12.3 and a representative from Senate to evaluate the completed thesis.

If the early submission application is successful, the candidate shall proceed with the work completion defence.

12.3 Work Completion Defence

The candidate must obtain the agreement and signatures of the Supervisor, Co-Supervisor and Dean of Faculty, who will verify on the work completion defence form whether the candidate has:

- 1) completed and passed all pre-requisite courses and proposal defence seminar (attached as evidence with the work completion defence form)
- 2) an active candidature by the time of work completion defence
- 3) fulfilled the minimum period for thesis submission
- 4) completed the draft thesis (containing all chapters)
- 5) paid up in full all fees and dues owed to the University

Upon fulfillment of the above requirements, the Faculty shall arrange the work completion defence for the candidate.

The panel of evaluators shall assess the following aspects:

- 1) sufficient material has been presented for examination of the candidate's work
- 2) work done is sufficient for the degree in consideration
- 3) to ensure the sufficient standard of the draft thesis
- 4) to propose the thesis title and its short title (maximum of 80 characters) for thesis title more than 80 characters
- 5) to ensure the candidate shows proof of the relevant publication
- 6) to recommend the examiners

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	<ol style="list-style-type: none"> 1. Supervisor and Co-Supervisor 2. For Ph.D.: *Two academic staff members in the relevant area (at least one of them is a Ph.D. holder) 3. For Master's: *Two academic staff members in the relevant area <p>Secretary: Assistant Manager of Faculty</p>

* Appointed by the Dean of Faculty

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

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 defence 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 and Co-Supervisor, the candidate shall submit the work completion defence form with the draft thesis to the Faculty at least TWO weeks before the work completion defence. The faculty shall arrange the work completion defence. The draft thesis shall be given to the panel of evaluators at least ONE week before the work completion defence.

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 Supervisors are required to propose the examiners for the thesis 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.

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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 IPS on whether they wish to accept the offer to act as an external examiner.

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Senate No.
164, 5
September
2013*

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

IPS 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, IPS shall alert the Faculty to initiate the appointment of new examiners for replacement. IPS 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
Master's	ONE Internal Examiner ONE External Examiner	The examiners shall be at least a Lecturer with Ph.D. qualification.
Ph.D.	ONE Internal Examiner TWO External	The examiners shall be at least a Lecturer with Ph.D. qualification.

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

	Examiners	<p>One of the external examiners shall be a full Professor.</p> <p>One of the external examiners shall be from an overseas institution.</p>
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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 publications in international journals (or equivalent) in the last five years. 4) The examiner should be attached to a university/R&D institution/R&D laboratory, such as: <ul style="list-style-type: none"> • IPTA; • Foreign university recognised by the Senate of MMU; • IPTS with university status. 5) Both the examiners should not come from the same institution. 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. 7) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the external examiner. 	<ol style="list-style-type: none"> 1) At least a Lecturer with Ph.D. qualification for Master's programme by research. 2) At least a Lecturer with Ph.D. qualification for Ph.D. programme. 3) Having published and experienced in the research area of the thesis being examined. The information on the research area of the internal examiner must be stated in the submission of thesis title and examiners to the BOP. 4) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the internal examiner. 5) Having a minimum qualification of no less than the supervisor.

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

*Amended by
Senate No.
165,
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 Thesis Preparation

MMU provides a guide for the submission and preparation of a postgraduate thesis. It covers information on the procedure for thesis 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 Thesis Submission

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

IPS shall check to ensure that the thesis follows the specifications set by the University. A thesis which is not presented in accordance with the guideline shall not be accepted.

Once deemed to conform, the candidate must submit ONE digital copy (burn into CD) of thesis and originality report (for each chapter), Similarity Index Form (verified by Supervisors), and the following number of comb-bound copies of his thesis for examination to IPS.

Programme	Master's	Ph.D.
Number of comb-bound copies of thesis	5	6

A candidate's status is changed to 'Completed' once he has submitted his thesis for examination. The invoicing of tuition fees shall cease when the candidate is in the 'Completed' status.

12.7 Thesis Examination

12.7.1 Membership of Board of Examiners

The membership of BOE is as follows:

Membership of BOE	Note
(a) Chairman: Associate Professor and above including the Dean of IPS; (b) External Examiner(s) (or his report in lieu); (c) Internal Examiner; (d) Dean of Faculty/ his Representative; and	The Dean of Faculty and the Supervisor/Co-Supervisor of the candidate shall be invited to attend the BOE meeting. The representative of the Dean of IPS shall be at least an Associate Professor, in

Amended by
Senate No.
142, 4 June
2010

<p>(e) Senate Representative.</p> <p>Secretary: Assistant Manager of IPS</p>	<p>the relevant field.</p> <p>The representative of the Senate shall be selected from among the Senate members.</p> <p>All nominations shall be appointed by VP (R&D).</p>
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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(s), 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 thesis, 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.

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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 thesis 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 thesis 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' reports in their absence.

- 6) The Supervisor/Co-Supervisor shall take note of the amendments required by the BOE. In the event that both the Supervisor and Co-Supervisor are away from

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Special
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63, 2 July
2010*

MMU, the Dean of Faculty shall appoint a nominal Supervisor and to be approved by VP (R&D). After the BOE, the Supervisor and Co-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 thesis submitted even before the official report comes out. Candidates/Supervisors may submit the thesis without the official report.

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

12.7.3 Quorum for Board of Examiners

The quorum at a viva voce is FOUR members, i.e. Chairman, an Internal Examiner or External Examiner, Dean of Faculty and Senate Representative.

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142, 4 June
2010*

If a quorum is not reached, the viva voce will have to be postponed.

One of the examiners must be present for the BOE meeting and viva voce session. For Ph.D. candidates, at least one of the External Examiners must be present for the BOE meeting and viva voce session.

An Internal Examiner who resigns shall be replaced by a member of the academic staff within the related field. He shall present the report on behalf of the former Internal Examiner.

12.7.4 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 IPS informed of their whereabouts and contact numbers.

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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 Ph.D. candidate and 20 - 30 minutes for a Master's candidate) covering all aspects of a typical thesis:

- 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 thesis, i.e. Q&A session. In this session, the Supervisor and Co-Supervisor are 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 and Co-Supervisor will take note of the

results and amendments/corrections that need to be done and the timeline for the candidate to submit the revised thesis.

12.7.5 Decision

The decision of the BOE will be conveyed to the candidate officially in writing by the Secretary of the Board within ONE week from the date of the viva voce.

The letter will indicate the amendments to be made to the thesis as suggested by the BOE. A copy of the letter will also be sent to the Supervisor/Co-Supervisor. One of the following decisions shall be made on the thesis at the conclusion of the viva-voce.

- **Accepted [1]**

Accepted with some corrections in spelling, grammar and syntax.

- **Accepted with Minor Modifications [2]**

A thesis is accepted with minor modifications if it requires any of the followings: reformatting of chapters, improvement in declaration of research objectives or statement, insertion of missing references, amendment of inaccurately cited references, and minimal improvement in spelling, grammar, syntax and presentation.

BOE will decide on the duration for the candidate to make the corrections.

- **Accepted with Major Corrections [3]**

A thesis is accepted with major modifications if it requires any of the followings *but not additional experimental work or data collection*: major revision of the literature, major improvement in the description of the methodology, statistical analysis of the research data, re-presentation of written data in the form of figures or tables, an improvement in the discussion of results and extensive improvement in grammar, syntax and presentation.

The examiners may recommend the candidate to seek for the assistance of an editorial service if errors in grammar and syntax are extensive.

BOE will decide on the duration for the candidate to make the corrections.

- **Re-examination [4]**

The candidate is referred for further work, over a specific timeframe (to be determined by BOE), after which the candidate shall re-submit the thesis for re-examination.

- **Rejected [5]**

The thesis has not attained the status of a Master's or a Ph.D. degree. For a Ph.D. thesis, the BOE may recommend one of the followings:

[5.1] The thesis has not attained the status of a Ph.D. degree and the candidate is deemed to have failed the examination and shall not be awarded a degree.

[5.2] The thesis has not attained the status of a Ph.D. degree but the candidate may be awarded the degree of Master's.

[5.3] Further work is required and the candidate may re-submit his thesis for examination for the award of degree of Master's.

12.7.6 Re-Examination: [4] (Refer to 12.7.5)

A candidate whose thesis is rated as [4] shall be given a specific timeframe to complete his work and to resubmit a revised thesis. No extension shall be allowed for the re-submission of the thesis except in special circumstances, as decided by the Dean of IPS. Any extension, if given, shall not exceed ONE month.

*Amended by
Senate No.
141, 1 April
2010*

At the second *viva-voce*,

- A thesis that is finally rated [1], [2] or [3] will follow exactly the same processes as described above.
- A thesis that is still not rated [1], [2] or [3] will be automatically considered to be rejected/failed [5] except in special circumstances where the BOE may recommend to Senate for 2nd re-examination.

⁽¹⁾ Any thesis containing plagiarism should be automatically failed and only the BOE can recommend on special cases for 2nd re-examination.

⁽¹⁾ At the third *viva-voce*,

- A thesis that is finally rated [1], [2] or [3] will follow exactly the same processes as described above.
- A thesis that is still not rated [1], [2] or [3] will be automatically considered to be rejected/failed [5].

12.8 Appeals 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 Vice President (R & D).

The candidate shall be charged a fee (amount shall be the same as the thesis examination fee) if the request for re-examination is approved. If there is a change in the BOE decision, the re-examination fee shall be refunded to the candidate.

12.9 Amendments and Submission of Thesis

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

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

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

12.9.1 Thesis Amendments: [1], [2] or [3]

A candidate whose thesis is rated as [1], [2] or [3] shall be given a period determined by the BOE to submit the final bound hard cover copies of the thesis to the Dean of IPS.

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.

Once the Supervisor has checked the thesis, it will be submitted to the Internal Examiner to verify that all required amendments have been made. In the event of a resignation of the Internal Examiner, then any member of the BOE may be assigned to verify the changes made to the thesis.

If required, the candidate can apply through his Supervisor to the Dean of IPS for an extension of the period. The extension shall not be more than 30 days, and only one extension shall be granted.

During the period after the viva-voce and up to the point of submission of the final bound hard cover copies, the candidate shall hold the status of 'Completed', which means that he is a non-paying active candidate.

12.9.2 Change of Thesis Title

The candidate may apply for the change of approved thesis title by submitting the "Change of Thesis Title" form to the Faculty.

*Reworded
for clarity
(July 2013)*

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:

- All the requirements under Post-Examination/Pre-Graduation have been met.
- He has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

In addition to the academic requirements, all the following requirements need to be fulfilled. The candidate must:

- be currently registered (not withdrawn, dismissed, deferred or terminated);
- have made full settlement of fees and be free from any financial commitments and debts to the University;
- be free from any disciplinary action or any other pending disciplinary action.

The candidature of a candidate also ceases automatically when he has fulfilled all graduation requirements for the programme and his status has been changed to 'Graduated'.

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 fails on his third consecutive attempt within the maximum period of proposal defence or obtains the grade of 'US' beyond the maximum period of proposal defence, whichever is earlier.

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 Deans of Faculty 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(s). 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.