

POSTGRADUATE HANDBOOK

for

Structure A (Research)

October 2026

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Section ONE – General

This handbook is intended to provide the essential information to postgraduate candidates by research (Structure A). 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 breach of the rules and regulations may lead to possible disciplinary actions and disruption of their study.

1.1 Definitions and Abbreviation

M.Eng.Sc.	Master of Engineering Science
M.Phil.	Master of Philosophy
M.Sc.	Master of Science
LLM	Master of Laws
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
PGC	Postgraduate and Collaboration
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.

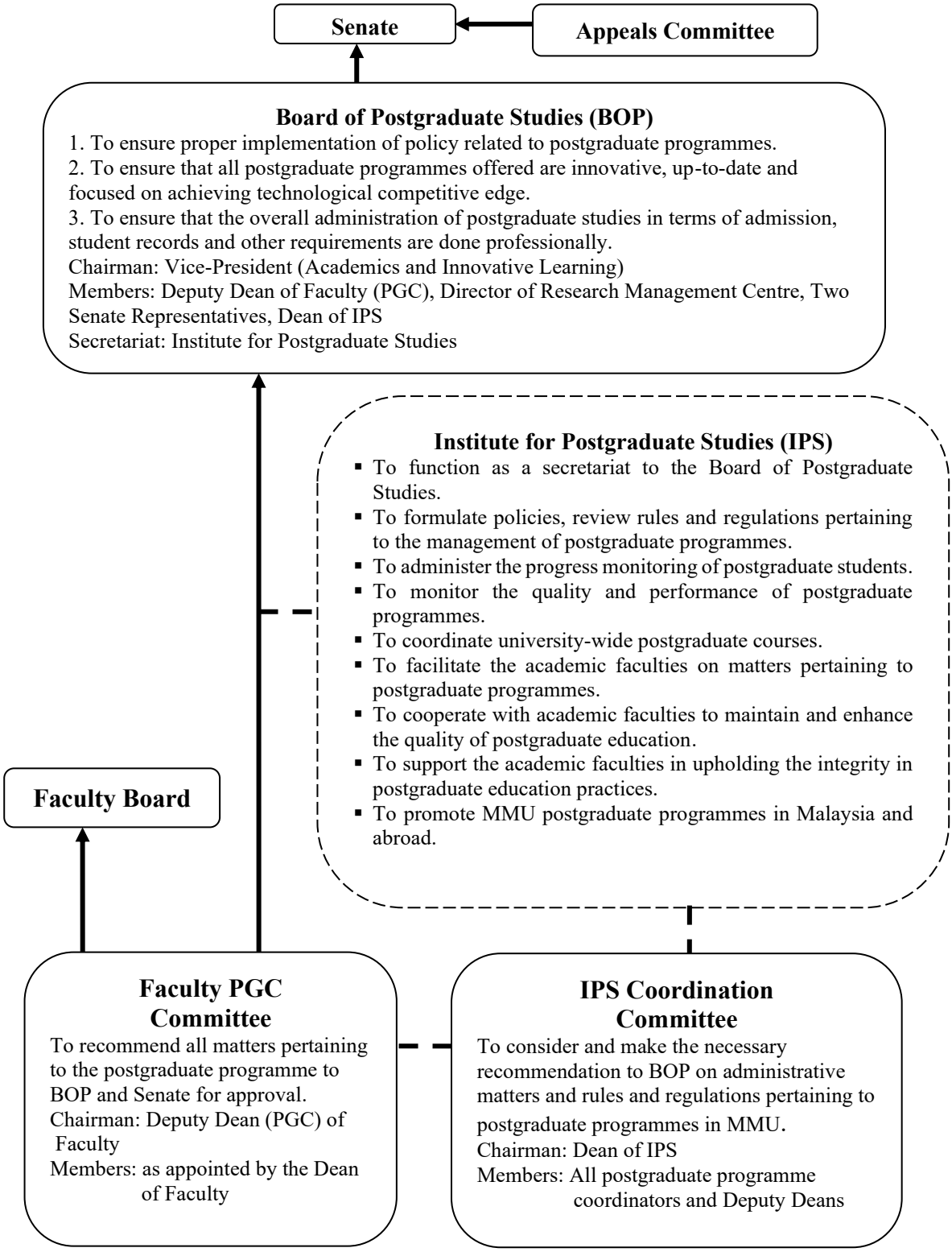


Diagram 1: Postgraduate Administrative Structure

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

Amended by Special Senate No. 61, 29 April 2010

A candidate must conduct research under the supervision of the academic staff and submit a thesis for the fulfilment of the graduation requirements. In addition, he must register for and pass all course(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.**

Postgraduate Programmes in Structure A offered by each faculty in Multimedia University are as follows:

Faculty of Artificial Intelligence and Engineering

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Engineering Science	●			●	●	●	
2.	Doctor of Philosophy (Ph.D.) in Engineering	●			●	●	●	

Faculty of Engineering and Technology

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Engineering Science	●			●	●		●
2.	Doctor of Philosophy (Ph.D.) in Engineering	●			●	●		●

Faculty of Computing and Informatics

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Computing	●			●	●	●	
2.	Doctor of Philosophy (Ph.D.) in Computing	●			●	●	●	

Faculty of Information Science and Technology

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		

1.	Master of Computing	●			●	●		●
2.	Doctor of Philosophy (Ph.D.) in Computing	●			●	●		●

Faculty of Management

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Philosophy in Management	●			●	●	●	
2.	Doctor of Philosophy (Ph.D.) in Management	●			●	●	●	

Faculty of Business

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Philosophy in Management	●			●	●		●
2.	Doctor of Philosophy (Ph.D.) in Management	●			●	●		●

Faculty of Law

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Laws	●			●	●		●
2.	Doctor of Philosophy (Ph.D.) in Law	●			●	●		●

Faculty of Creative Multimedia

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Science in Creative Multimedia	●			●	●	●	
2.	Doctor of Philosophy (Ph.D.) in Creative Multimedia	●			●	●	●	

Faculty of Applied Communication

No.	Programme	Structure			Mode of Study		Cyberjaya Campus	Melaka Campus
		A	B	C	Full-time	Part-time		
1.	Master of Philosophy in Communication	●			●	●	●	
2.	Doctor of Philosophy in Communication	●			●	●	●	

2.1 Mode of Study

A candidate must register and fulfil the academic residential requirement[1] for a minimum duration of 1 trimester. He is expected to familiarise himself with University facilities, resources and regulations.

Amended by Special Senate No. 127, 30 October 2025

Candidates currently employed in Malaysia under a valid Employment Pass may register on a part-time basis, subject to approval by the University and full compliance with Malaysian Immigration regulations.

The guidelines below must be followed:

- International candidates are required to comply with their own country's residential requirements
- International candidates must hold a valid student visa throughout the candidature period until graduation
- International candidates must present physically in Malaysia for annual visa renewal
- Candidates are required to attend all exams and progress monitoring, i.e. PPM, PD, Thesis Seminar
- Candidates should maintain regular communications with supervisors
- Candidates are expected to meet their supervisors (either physically/virtually) upon the supervisors' request while supervisors are advised to keep proper documentation of all communications and meeting logs with students for visa renewal purposes
- A mutual agreement must be reached between the supervisor and candidates regarding supervision arrangements to ensure smooth research progress

[1] Refers to the physical or non-physical presence of a student at the Higher Education Provider (HEP) that confers the qualification, i.e., the HEP from which the student graduates. (MQA 100-1/7/2 Jld. 3(21))

Research Attachment at other University/Institution

Added based on Special Senate No. 106, 3 December 2020

Full-time postgraduate candidates by research who need to perform research attachment at other university/institution as part of their studies should observe the guidelines below:

1. Candidate is required to submit an official request letter with the support from supervisor(s) and to attach a copy of the support letter or agreement from the foreign/local host university/institution THREE (3) months prior to the commencement of the research attachment to the Faculty Postgraduate and

Collaboration (FAC PGC) committee for recommendation, Board of Postgraduate Studies (BOP) for recommendation and Senate for approval.

2. Official request letter should cover but not limited to the following:
    a. Name and address of host university/institution
    b. Starting and ending date of the research attachment
    c. Justification and reason for the research attachment
    d. Description of the expected research activities during attachment
    e. Name of the collaborator/sponsor at the host university/institution
3. The support letter/agreement from host university/institution should indicate the support and acceptance to grant access to the candidate to carry out the research attachment.
4. Supervisor(s) is to ensure that the host university/institution should have the relevant and sufficient research facilities and supports to allow the research activities to be carried out by the candidate.
5. Should the attachment be outside Malaysia, it is the responsibility of the candidate to obtain all the required documents/visa which allow the student to enter the country of the foreign host university/institution.
6. Candidate is responsible to obtain an insurance to cover his/her stay in the foreign/local host university/institution if the student does not have one.
7. For international candidates, despite the possibility of research attachment outside MMU, it is the responsibility of the candidate to always maintain a valid and active Malaysia's student visa throughout his candidature period. A copy of Malaysia's valid student visa is to be submitted together with the official request letter during application process.
8. The application of research attachment outside MMU is subject to MMU Senate's approval.

2.2 Duration of Study

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

Faculty	Programme	Full-Time		Part-Time	
		Min*	Max	Min	Max
FAIE	Master of Engineering Science	1	3	2	5
	Doctor of Philosophy in Engineering	2	5	3	7
FCI	Master of Computing	1	3	2	5
	Doctor of Philosophy in Computing	2	5	3	7
FCM	Master of Science in Creative Multimedia	1	3	2	5
	Doctor of Philosophy in Creative Multimedia	2	5	3	7
FOM	Master of Philosophy in Management	1	3	2	5
	Doctor of Philosophy in Management	2	5	3	7
FAC	Master of Philosophy in Communication	2	3	3	5
	Doctor of Philosophy in Communication	3	5	4	7
FET	Master of Engineering Science	1	3	2	5
	Doctor of Philosophy in Engineering	2	5	3	7
FIST	Master of Computing	1	3	2	5
	Doctor of Philosophy in Computing	2	5	3	7
FOL	Master of Laws	2	3	3	5

	Doctor of Philosophy in Law	3	5	5	7
FOB	Master of Philosophy in Management	1	3	2	5
	Doctor of Philosophy in Management	2	5	3	7

* The minimum study duration for Maldives candidates applying for Doctoral or PhD programmes is 3 years based on the requirements of Maldives Qualifications Authority.

Added based on Special Senate No. 116, 3 August 2023

Section THREE – Admission

3.1 Entry Requirement

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

Amended by Senate No. 259, 8 October 2026

Programme	Entry Requirement
Master of Engineering Science	i. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate; or ii. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.50 and not meeting CGPA of 2.75 or equivalent, as accepted by the Senate, can be admitted subject to rigorous internal assessment; or iii. A Bachelor's degree in the field or related fields with minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, as accepted by the Senate, can be admitted subject to rigorous internal assessment, and either possessing a minimum of five (5) years of relevant working experience or completion of appropriate prerequisite courses; or iv. A Bachelor's degree in Science or Technology with a minimum CGPA of 2.75 or equivalent, as accepted by the Senate, can be admitted subject to completion of appropriate prerequisite courses; or v. A Bachelor's degree in Science or Technology with a minimum CGPA of 2.00 and not meeting CGPA of 2.75 or equivalent, as accepted by the Senate, can be admitted subject to rigorous internal assessment and completion of appropriate prerequisite courses; or vi. Other qualifications equivalent to a Bachelor's degree recognised by the Malaysian Government must fulfil the requirements stipulated under items (i), (ii), (iii), (iv) or (v), as applicable
Master of Computing	i. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 3.00 or equivalent, as accepted by the Senate; or

Programme	Entry Requirement
	ii. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.50 and not meeting CGPA of 3.00, can be accepted subject to a thorough rigorous internal assessment; or iii. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the related field and rigorous internal assessment; or iv. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.50 can be accepted subject to a thorough rigorous internal assessment as determined by the HEP to identify the appropriate prerequisite courses that equivalent to their working experience in the Computing or related fields; or v. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.50 can be accepted subject to appropriate prerequisite courses. vi. Other qualifications equivalent or higher to a Bachelor's degree (Level 6, MQF) in Computing or related fields recognised by the Government of Malaysia must fulfil the requirement on item i, ii or iii.
Master of Science in Creative Multimedia	i. A Bachelor's degree (Level 6, MQF) in the field or related field of Creative Multimedia Technology with a minimum CGPA of 2.75 or equivalent, as accepted by MMU Senate and passing rigorous internal assessment; OR ii. A Bachelor's degree (Level 6, MQF) in the field or related field of Creative Multimedia Technology with a minimum CGPA of 2.50 and not meeting CGPA of 2.75 or equivalent, and passing rigorous internal assessment; OR iii. A Bachelor's degree in the field or related field of Creative Multimedia Technology with minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, can be accepted subject to a minimum of 5 years working experience in the relevant field of Creative Multimedia Technology and passing rigorous internal assessment; OR iv. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.50 or equivalent, as accepted by MMU Senate, subject to a minimum of 5 years working experience in the relevant field of Creative Multimedia Technology and passing rigorous internal assessment; OR v. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 or equivalent, as accepted by MMU Senate and with 5 years working experience in the relevant field of Creative Multimedia Technology, and passing rigorous internal assessment; OR

Programme	Entry Requirement
	vi. Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government, and passing rigorous internal assessment. *Note: Rigorous internal assessment includes a presentation interview (online / virtual / conventional) and submission of portfolio and research proposal*
Master of Philosophy in Management	i. A Bachelor's degree (Level 6, MQF) in the field or related fields with a minimum CGPA of 2.75 or equivalent, as accepted by the HEP Senate; or ii. A Bachelor's degree (Level 6, MQF) in the field or related fields with a minimum CGPA of 2.50 and not meeting CGPA of 2.75 or equivalent, can be accepted subject to rigorous internal assessment; or iii. A Bachelor's degree in the field or related fields with minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment; or iv. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the HEP Senate, subject to having relevant working experience and rigorous internal assessment; or v. A Bachelor's degree in non-related field with minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment; or vi. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 or equivalent, as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses; or vii. Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.
Master of Laws	i. A bachelor's degree in Law or related fields with a minimum CGPA of 2.75 out of 4.00 or its equivalent qualification as accepted by the Senate; OR ii. A bachelor's degree in Law or related fields not meeting CGPA of 2.75 but above 2.50 out of 4.00 or its equivalent qualification can be accepted by the Senate subject to rigorous internal assessment; OR iii. A bachelor's degree in Law or related fields below a CGPA of 2.50 out of 4.00 or its equivalent qualification can be accepted by the senate, subject to a minimum of 5 years working experience in the relevant field.
Master of Philosophy in Communication	i. A Bachelor's Degree (Level 6, MQF) in Media and Communication with a minimum CGPA of 2.75 or equivalent, as accepted by the HEP Senate; OR

Programme	Entry Requirement
	ii. A Bachelor's Degree (Level 6, MQF) in Media and Communication with a minimum CGPA of 2.50 and not meeting a CGPA of 2.75 can be accepted subject to rigorous internal assessment; OR iii. A Bachelor's Degree (Level 6, MQF) in Media and Communication with a minimum CGPA of 2.50 can be accepted subject to rigorous internal assessment as determined by the HEP to determine the need for appropriate prerequisite courses and; OR iv. Any other Bachelor's Degree (Level 6, MQF) (Non-Media and Communication) with a minimum CGPA of 2.50 can be accepted, subject to a rigorous internal assessment and prerequisite courses determined by the HEP; OR v. Other qualifications equivalent to a Bachelor's Degree (Level 6, MQF) in Media and Communication, or related fields recognised by the Government of Malaysia must undergo rigorous internal assessment as determined by the HEP. (the requirement of CGPA is based on items i – ii).
Doctor of Philosophy in Engineering	i. A Master's degree in the field or related fields, as accepted by the Senate; OR ii. A Master's degree in Science or Technology, as accepted by the Senate, can be admitted subject to completion of appropriate prerequisite courses; OR iii. A Bachelor's degree in the field or related fields with a minimum CGPA of 3.67 or equivalent, from MMU or other institutions, as accepted by the Senate, can be admitted subject to rigorous internal assessment; OR iv. Other qualifications equivalent to a Bachelor's or Master's degree recognised by the Malaysian Government must fulfil the requirements stipulated under items (i), (ii) or (iii), as applicable
Doctor of Philosophy in Computing	i. A Master's degree (Level 7, MQF) in the field or related fields, as accepted by the Senate; OR ii. A Master's degree (Level 7, MQF) in a Non-Computing fields with a minimum of FIVE (5) years of working experience in Computing or related fields must undergo appropriate prerequisite courses as determined by the HEP; OR iii. Master's degree (Level 7, MQF) in Non-Computing fields with less than FIVE (5) years of working experience in Computing or related fields must undergo a thorough rigorous internal assessment as determined by the HEP to identify the appropriate prerequisite courses that equivalent to their working experience in the Computing or related fields; OR iv. Other qualifications equivalent to a Master's degree (Level 7, MQF) in Computing or related fields recognised by the Government of Malaysia as equivalent to the above requirement

Programme	Entry Requirement
	v. A Bachelor's Degree in Computing or related fields with minimum CGPA of 3.67 or equivalent, as accepted by the HEP Senate can be accepted subject to rigorous internal assessment.
Doctor of Philosophy in Creative Multimedia	i. A Master's degree (Level 7, MQF) in the field or related field of Creative Multimedia Technology as accepted by MMU Senate, and passing rigorous internal assessment; OR ii. A Master's degree (Level 7, MQF) in non-related fields as accepted by MMU Senate, and passing rigorous internal assessment; OR iii. A Bachelor's degree (Level 6, MQF) in the field or related field of Creative Multimedia Technology with minimum CGPA of 3.67 or equivalent as accepted by MMU Senate, and passing rigorous internal assessment iv. Other qualifications equivalent to a Master's degree (Level 7, MQF) recognised by the Malaysian Government, and passing rigorous internal assessment. Note: Rigorous internal assessment includes a presentation interview (online / virtual / conventional), submission of portfolio and research proposal
Doctor of Philosophy in Management	i. A Master's degree (Level 7, MQF) in the field or related fields as accepted by the HEP Senate; or ii. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate, subject to having relevant working experience and rigorous internal assessment; or iii. A Master's degree (Level 7, MQF) in non-related fields as accepted by the HEP Senate and without relevant working experience, subject to passing pre-requisite courses; or iv. A Bachelor's degree with minimum CGPA of 3.67 or equivalent in the field or related field from MMU or institutions recognised by Senate can be accepted subject to rigorous internal assessment; or vi. Other qualifications equivalent to a Master's degree (Level 7, MQF) in the field recognised by Malaysian Government.
Doctor of Philosophy in Law	A Bachelor degree (Level 6, MQF) in Law AND a Master's degree in Law (Level 7, MQF) or related fields or its equivalent qualification as accepted by the Senate
Doctor of Philosophy in Communication	i. A Master's Degree (Level 7, MQF) in Media and Communication with a minimum CGPA of 3.00 or equivalent, as accepted by the HEP Senate; or ii. A Master's Degree (Level 7, MQF) in Media and Communication with a minimum CGPA of 2.75 can be accepted. The candidates must undergo rigorous internal assessment as determined by the HEP; or. iii. A Master's Degree (Level 7, MQF) in Media and Communication with a minimum CGPA of 2.50 can be accepted

Programme	Entry Requirement
	subject to a minimum of FIVE years of working experience in the related fields and rigorous internal assessment as determined by the HEP; or iv. Any other Master's Degree (Level 7, MQF) (Non-Media and Communication) with a minimum CGPA of 2.75 can be accepted subject to a minimum FIVE years of working experience in the field of Media and Communication or related fields. The candidates must undergo prerequisite courses and rigorous internal assessment as determined by the HEP; or v. Other qualifications equivalent to a Master's Degree (Level 7, MQF) in the field of Media and Communication, or related fields recognised by the Government of Malaysia must undergo rigorous internal assessment as determined by the HEP. The requirement of CGPA, if any, is based on item i – iv.

Rigorous internal assessment is conducted to evaluate the suitability of an applicant for the programme. Panel of the rigorous internal assessment is to be made up of:

1. Deputy Dean (PGC) or his representative from the PGC Committee as the Chairperson
2. At least one (1) subject matter experts (SMEs) appointed by the Faculty Dean. SMEs can be the potential supervisor(s), expert in the field, or programme coordinator.
3. For direct PhD entry, the panel must include at least two (2) SMEs appointed by the Faculty Dean. These may include potential supervisor(s), expert in the field, or programme coordinator.

3.2 English Language Requirement

Amended by Senate No. 221, 21 October 2021

In addition to the academic requirements, an applicant is also required to meet one of the minimum English entry requirements below:

Programme	English Language Requirements
Master of Engineering Science	IELTS 5.0 and equivalent*
Master of Computing	IELTS 6.0 and equivalent*
Master of Science in Creative Multimedia	IELTS 6.0 and equivalent*
Master of Philosophy in Management	IELTS 6.0 and equivalent*
Master of Philosophy in Communication	IELTS 6.0 and equivalent*
Master of Laws	IELTS 6.0 and equivalent*
Doctor of Philosophy in Engineering	IELTS 5.0 and equivalent*
Doctor of Philosophy in Computing	IELTS 6.0 and equivalent*

Doctor of Philosophy in Creative Multimedia	IELTS 6.5 and equivalent*
Doctor of Philosophy in Management	IELTS 6.0 and equivalent*
Doctor of Philosophy in Communication	IELTS 6.0 and equivalent*
Doctor of Philosophy in Law	IELTS 6.0 and equivalent*

* The equivalency table is as below:

English Competency	CEFR High B1	CEFR Low B2	CEFR Mid B2	CEFR High B2
MUET	Band 3.5	Band 4.0	Band 4.0	Band 4.5
IELTS	5.0	5.5	6.0	6.5
TOEFL iBT	40	46	60	79
TOEFL Essentials	7.5	8	8.5	9.5
Pearson Test of English (PTE)	47	51	59	63
Linguaskill Online	154	160	169	176

Amended by Special Senate No. 111, 11 August 2022

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

The English language requirement is waived for candidates who are native English speakers, or who have completed their entry qualification with English as medium of instruction.

3.3 Application Procedure

Postgraduate application can be done online at https://www.mmu.edu.my/apply-now/.Complete the form and upload all the necessary documents online.

Amended by Special Senate Meeting No. 106, 3 December 2020

An applicant is required to upload the following documents in the application portal:

Local Applicant	International Applicant
Scanned copy of transcript of relevant academic qualifications	Scanned copy of transcript of relevant academic qualifications
Scanned copy of certificate of relevant academic qualifications	Scanned copy of certificate of relevant academic qualifications
A complete referee form for Law programmes only	A complete referee form for Law programmes only
A certified true copy of English Language Proficiency qualification (if any)	A certified true copy of English Language Proficiency qualification (if any)
Research statement	Research statement

Scanned copy of identity card (IC)	Scanned copy of passport (page with details)

Note: All documents in languages other than English must be translated and certified.

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

All documents submitted to the University for application purposes will be treated with confidentiality.

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.

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

IPS will issue an offer of admission letter to the successful applicant. Details of the programme, title of thesis offered, the appointed Supervisor and Co-Supervisor, mode of study and period of candidature 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 following:

1) Whether or not the topic is within the areas of interest of the Faculty; and
2) The availability and/or 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&I Classification System (https://mastic.mosti.gov.my/malaysian-research-and-development-classification-system/) 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 shall not exceed SIX months from the date of 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 void.

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 deferment of admission from the Dean of IPS.

Section FOUR – Registration

4.1 New Candidate

New candidates are required to register within one year from the issuance date of the offer letter. Failure to register on the stipulated date will result in automatic void 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 provided with the following:

1) MMU e-mail account
2) Library membership
3) MMU system username and password
4) Student ID card

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 following:

No.	Status	Remark
Active Statuses		
1.	Active in Program	Candidate is on the normal course of study according to their programme.
2.	Leave of Absence	Candidate is approved by the BOP for a LOA due to Medical / financial / no subject to be taken / etc.
3.	Suspended	Candidate's candidature is suspended due to cheating / disciplinary case
Inactive Statuses		
1.	Completed	Candidate has completed their study.
2.	Discontinued	Candidate has withdrawn from MMU due to various reason.
3.	Dismissed	1. Dismissed-ACAD: Candidate has been dismissed due to poor academic performance (Regulation no. 6, Part 1-clause 3). 2. Dismissed-ABNR: Candidate is active but does not register for any subject(s). (Regulation no. 7, Part 1-clause 6.2)
4.	Cancelled	Death of candidate (deceased), or VISA not approved, or health reasons.

4.2 Active Candidate

A candidate must maintain active 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 throughout the period of study (for international candidates only)

4.3 Dismissed Candidate

Should a continuing candidate is uncontactable, the status of the candidate's candidature shall automatically be changed to "Dismissed".

Reworded for clarity (July 2013)

A continuing International candidate is required to possess a valid student pass during his candidature. Failure to obtain a valid pass in the stipulated period shall cause the candidate's status to be changed to "Dismissed".

A candidate whose candidature has been terminated may appeal to the Dean of IPS for reinstatement of his/her candidature within 12 months from the date of termination.

If the termination period exceeds 12 months or the first appeal is not accepted by the Dean of IPS, the candidate may appeal through VP (AIR) to the President for reinstatement of his candidature.

VP (AIR) shall appoint members of the Appeal Committee, which is made up of THREE members from among the Faculty Deans. The decision by the President based on the recommendation of the Appeal Committee is FINAL and no further appeals will be considered.

Section FIVE – Fees

5.1 Fees

The candidate is 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.

5.4 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 PGC Committee from the academic staff of the Faculty. Supervisor or Co-supervisor (if applicable) may be appointed from another Faculty/Academic Centre. A mutual agreement must be reached between the supervisor and candidates regarding supervision arrangements to ensure smooth research progress.

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) under their supervision.

If the Supervisor(s) is away from the University for more than one semester, the Faculty PGC 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 PGC 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 PGC 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 PGC Committee shall appoint a replacement Supervisor(s) as soon as possible.

A qualified former academic staff or someone from another institution may be appointed as an adjunct Co-Supervisor for the appointment of 2 years and it is renewable subject to the BOP approval.

Amended by Senate No. 164, 5 September 2013

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 a request for change of supervisor in writing through the Dean of Faculty to the Faculty PGC Committee for recommendation to the BOP and Senate.

6.2 Contact 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.

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

6.3 Supervisor to Candidate Ratio

The Supervisor (Main) to Candidate Ratio for the supervision is as follows:

Amended by Senate No. 228, 28 July 2022

Academic Position	Supervisor to Candidate Ratio
Professor	1: 15
Associate Professor	1: 12
Principal Lecturer / Specialist 3	1: 11
Assistant Professor / Specialist 2	1: 10
Lecturer / Senior Lecturer / Specialist 1	1: 8

Adjunct Co-supervisor/Industrial co-supervisor	1: 5

The Faculty may consider the following when the supervision quota is exceeded:

1. Appoint another suitable Supervisor (Main)
   - The Faculty should first consider whether another suitable academic staff member can be appointed as the main supervisor.

2. Appoint the staff member as Co-Supervisor
   - Where appropriate, the staff member who has exceeded the supervision quota may be appointed as Co-Supervisor, subject to the existing criteria.

3. Seek BOP approval for exceptional cases
   - Where exceptional circumstances justify the appointment of a proposed supervisor who has exceeded the supervision quota, including cases involving specific expertise or experience, limited availability of suitable supervisors, niche or specialised research areas, continuity of supervision, or other justifiable circumstances, the Faculty may submit the case to the BOP for consideration and approval.

The Faculty should seek BOP approval before the appointment is formally made when the proposed supervisor will exceed the quota.

6.4 Supervisor Selection Criteria

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

Amended by Senate No. 226, 26May 2022

Programme	**Criteria for Supervisor**
Master's	(i) Doctoral Degree holders in the related field of studies; or (ii) Master's Degree holders* in the related field of studies and have: (a) At least 5 years' experience in teaching and research; AND (b) Co-supervised master's candidate to completion; (iii) The supervisors must go through structured supervisor training ** The research topic of the candidate is not related to the Doctoral degree project the supervisor is pursuing*
Ph.D.	(i) Doctoral Degree holders in the related field of studies, and have: (a) at least 2 years of teaching and research experience; AND (b) supervised master's or doctoral research candidate to completion

	(ii) Where a principal supervisor has only a master's degree*, extensive experience in research** is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the Senate (iii) The supervisors must go through structured supervisor training ** The research topic of the candidate is not related to the Doctoral degree project the supervisor is pursuing* *** Definitions for extensive experience (to fulfil any two of the following):* • *Publications/Creative artworks* • *Funding* • *Consultancy* • *Award/Invited speaker/Editorial board member*

Programme	**Criteria for Co-Supervisor**
Master's	(i) Doctoral Degree holders in the related field of studies; or (ii) Master's Degree holders* in the related field of studies and have at least 1 year experience in teaching and research. (iii) A co-supervisor from the industry or practitioner must have at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation/exegesis (iv) The supervisors must go through structured supervisor training ** The research topic of the candidate is not related to the Doctoral degree project the supervisor is pursuing*
Ph.D.	(i) Doctoral Degree holders in the related field of studies and experienced in research (ii) Where a co-supervisor has only a master's degree*, at least 2 years experience1 in teaching and research is required and subject to the approval of the Senate (iii) A co-supervisor from the industry or practitioner must have at least a master's degree and at least 10 years of experience in the field at a level appropriate for the dissertation (iv) The supervisors must go through structured supervisor training ** The research topic of the candidate is not related to the Doctoral degree project the supervisor is pursuing*

Faculty PGC Committee may recommend an adjunct co-supervisor from a former MMU staff to continue to co-supervise their postgraduate students without payment, if the

Faculty does not have a suitable replacement. A research collaborator may also be appointed as the adjunct co-supervisor.

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 PGC Committee.

2) As for the appointment of 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, the proposed Supervisor who has exceeded the ratio limit can be appointed as a Co-Supervisor instead (provided that criterion (2) is met).

4) The Faculty PGC 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 PGC 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) under their supervision.

7) The appointment of Adjunct staff shall be limited to the maximum candidature. 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 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 candidate.

9) Candidates who are at the stage of preparing or completing their thesis seminar can choose to maintain the status of his main supervisor should the supervisor left and subsequently be appointed as Adjunct Staff of MMU. 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.

Amended by Special Senate No. 63, 2 July 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 likely publication works 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 "Guideline for 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 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 "Guideline for Preparation of Thesis".

The adjunct co-supervisor shall:

1) Assist the Supervisor in supervising the candidate;

2) Submit a progress report on postgraduate performance to the Dean of Faculty and report to BOP through IPS when required;

3) Liaise with the Faculty and IPS at MMU;

4) Maintain regular contact with the internal supervisor(s) and the postgraduate candidate(s).

Section SEVEN – Monitoring and Grading System

7.1 Progress Monitoring

Every candidate must submit a half-yearly progress report and present his progress report in a research colloquium twice a year as part of the progress monitoring in June and 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.

Candidate has to register for Progress Monitoring via MMU system every six (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.

Presentation of progress in research colloquium is exempted for:

- A new registered candidate whose candidature period is no more than 6 months
- A candidate who has presented for Research Proposal Defence or Thesis Seminar no more than 6 months before the research colloquium
- A candidate who has submitted thesis for examination

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

Amended by Special Senate No. 126, 7 August 2025

7.2 Compulsory Courses

Every candidate must register and passes all compulsory courses during his candidature period and prior to thesis seminar.

Section EIGHT – Intellectual Property and Research Ethics

Candidates must adhere to the provisions of the Intellectual Property Regulations of the University. In the event if an NDA is required for the purpose of thesis examination to protect potential IP derived from the thesis, the supervisor may submit an application through IPS.

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 the whole thesis shall not exceed 20%. Should the similarity index is more than 20%, the supervisors are required to provide the justifications.

Section NINE – Publication

9.1 Publication

Amended by Senate No. 229, 8 September 2022

Ph.D. by Research	
Registered Before 1 January 2012	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.
Registered After 1 January 2012	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.
Registered after 1 January 2016	Every Ph.D. candidate must have at least one accepted or published manuscript in international journal (Quartile 1 – Quartile 3 based on Web of Science (WoS) or Scopus databases or equivalent creative output) or as deemed equivalent by the Senate, arising from the research work carried out during his candidature before submission of his thesis for examination.
Registered after 22 April 2021	i. At least two (2) articles that are accepted or published in journals indexed by WoS (Quartile 1 – Quartile 4) / SCOPUS(Quartile 1 – Quartile 4) or conference proceedings (rated as CORE A* or A)[2,7] or equivalent creative output[3] before graduation OR ii. At least one (1) article that is accepted or published in journals indexed by WoS[5] / SCOPUS[6] or conference proceeding (rated as CORE A* and A)[2] or equivalent creative output[3], AND at least two (2) articles that are accepted or published in any categories listed below before graduation: a. Journals listed in MyCite[1] (Malaysian Citation Centre), or

	b. Book chapters published by publishers listed in the WoS Master Book List or SCOPUS Book Title List. Two (2) book chapters in different books are equivalent to one (1) publication, or c. Malayan Law Journal (MLJ) or Current Law Journal (CLJ)[4]. OR iii. At least one (1) article that is accepted or published in journals indexed by WoS[5] / SCOPUS[6] or conference proceeding (rated as CORE A* and A)[2] or equivalent creative output[3], AND at least one (1) article that are accepted or published in any categories listed below before graduation: a. Journals listed in MyCite[1] (Malaysian Citation Centre), or b. Book chapters published by publishers listed in the WoS Master Book List or SCOPUS Book Title List. Two (2) book chapters in different books are equivalent to one (1) publication, or c. Malayan Law Journal (MLJ) or Current Law Journal (CLJ)[4], AND at least two (2) accepted or published non-MyCite indexed MMU press journals.

Master by Research	
Registered Before 1 January 2012	Master's candidates are encouraged to publish.
Registered After 1 January 2012	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.
Registered after 1 January 2016	Master's candidates are required to submit at least one manuscript to journal of Q3 and above or equivalent creative output or presentation of full paper in the Scopus/ISI-indexed international conference before graduation.
Registered after 22 April 2021	At least one (1) article that is accepted or published in any categories listed below before graduation: a. Journals indexed by WoS/SCOPUS, or b. Journals listed in MyCite[1] (Malaysian Citation Centre), or

	c. Conference proceedings indexed by WoS[5]/SCOPUS[6], or d. Book chapters published by publishers listed in the WoS Master Book List or SCOPUS Book Title List. Two (2) book chapters in different books are equivalent to one (1) publication, or e. Conference proceedings (rated as CORE A* or A)[2,7], or f. Equivalent creative output[3], or g. Malayan Law Journal (MLJ) or Current Law Journal (CLJ)[4]. OR at least two (2) accepted or published non-MyCite indexed MMU press journals.

Notes:

- *Publications accepted should be co-authored with supervisor(s).*
- *If there are two or more students listed as co-authors of an article, only the first student author is allowed to use the article to fulfill his publication requirement.*
- *Publications accepted must be within the candidature period of the candidate.*
- *Publications accepted must be derived from the research output of the candidate and conform to the candidate's thesis/dissertation.*
- *Publications accepted must carry the affiliation of the department/faculty/institution where the candidate is registered.*
- *It is the accountability of the candidate and supervisor(s) to ensure that the contents of the published work are allowed by the publisher to be used in the candidate's thesis/dissertation for academic purpose.*
- *Blacklisted journals by MOE are NOT accepted.*

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1 If a journal is listed both in the MyCite and WoS/SCOPUS, thus the publication is considered indexed by WoS/SCOPUS.

2 Conference proceedings that are listed in the CORE Conference (A* or A) Ranking List (applicable to IT domain). A* and A are equivalent to SCOPUS Q1 and Q2, respectively.

3 Equivalent creative outputs that are listed in Appendix 1 which are recommended by the Faculty PGC Committee (applicable for creative domain).

4 Malayan Law Journal (MLJ) and Current Law Journal (CLJ) are accepted as other publications (applicable to law domain).
Web of Science (WoS) was originally produced and managed by the Institute of Scientific Information (ISI) but now it is managed by the Clarivate Analytics.

5 Web of Science Master Book List – http://wokinfo.com/mbl/publishers/

6 SCOPUS Book Title List – https://www.scopus.com/home.uri

7 CORE Conference Ranking List https://www.core.edu.au/

Journal Equivalency for Creative Domain Practitioners

WoS Q2 Equivalent	• Represented Malaysia in international related events, OR • One-Person Exhibition or Group/Related Project at international recognised (historical/track record) events, OR • Awards & Honourable Mentions at international recognised events (exhibition/project).

WoS Q3 Equivalent	• Invited/Selected to participate in related events at national recognised (historical/track record) events, OR • Invited One Person Exhibition at national level/state level/private, OR • Awards & Honourable Mentions at national exhibition/project.
WoS Q4 Equivalent	• Invited Group Exhibition or Related Project at national level/state level/private, OR • Short-listed at international recognised events (exhibition/project).

Section TEN - Leave of Absence, Extension, and Withdrawal

10.1 Leave of Absence

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 fulfil 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 the 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's 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.

10.2 Extension of Candidature

Amended by Senate No. 164, 5 September 2013

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.

The extension is allowed for a maximum of TWELVE months for a candidate. A fee of RM500.00 (for six-month extension) and RM1,000.00 (for twelve-month 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)

Amended by Senate No. 164, 5 September 2013

Supervisor(s) must verify the progress report and recommend the extension of candidature to the Faculty PGC Committee. The Faculty PGC 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.

10.3 Discontinuation 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.

The withdrawal application will be sent to BOP for noting through IPS.

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 BOP approval.

Amended by Senate No. 253, 6 January 2026

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 BOP through the Dean of Faculty and his candidature shall start afresh upon BOP 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 PGC 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

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

(ii) Part-time to full time

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

Example on calculating remaining 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 part-time programme	Maximum years of study for full-time programme
	3	5	7	5
Submission of application	March 2019		March 2019	
Registration date	1 March 2019		1 March 2019	
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 2022		31 May 2023	

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

11.3 Programme Conversion

Amended by Senate No. 231, 10 November 2022

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.

A full-time candidate must have completed at least SIX (6) months of the Master's programme. The application for programme conversion is not allowed after TWELVE (12) months from the registration date.

A part-time candidate must have completed at least TWELVE (12) months of the Master's programme. The application for programme conversion is not allowed after TWENTY FOUR (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 evaluators shall be appointed by the BOP upon Faculty's recommendation.

Panel of Examiners	
Chairman	Dean of Faculty
Members	1. Supervisor and Co-Supervisor 2. Two subject matter experts in the relevant domain (Ph.D. holders).[1,2] 3. A member of Faculty PGC Committee (in addition to the above).[1]

[1.] Recommended by Faculty.
[2.] One of the academic staff members with relevant research area shall be appointed from another faculty.

The panel of evaluators shall evaluate the Ph.D. research proposal and conduct the evaluation.

The panel of evaluators 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 Credit Transfer/Course Exemption

Vertical Credit Transfer

Vertical credit transfer is allowed in the following circumstances:

Amended by Senate No. 225, 3 March2022

Bachelor's Degree (MQF Level 6) to Master's (MQF Level 7). This is applicable for integration programme from Bachelor to Master's degree only. Student who has undertaken core courses of the master's programme which are also offered as elective courses at Bachelor's degree level and pass the courses with minimum grade B is entitled for a maximum transferrable credit of 30% of the total programme's credit.

Credit transfer from Master's (MQF Level 7) to Doctoral Degree (MQF Level 8). No credit nor grade transfer is allowed except for exemption of Research Methodology and courses that do not contribute to credit requirement for graduation with conditions stated below:

- The credit value of the course from the programme to be transferred must be the same or more than the credit value of the course offered by MMU
- The relevance and level of skills taken must be aligned with the course at the PhD level.

- For Doctor of Philosophy (Laws) program, if the Research Methodology course or its equivalent was taken from another institution other than MMU, consideration of credit transfer will be done on a case to case basis.

Horizontal Credit Transfer

Credit transfer from same level of qualification or horizontal credit transfer is allowed in the following circumstances:

- If the previous qualification was completed in MMU, no limit is imposed on the credit transfer. The same course can be considered for credit transfer multiple times provided that the transfer is for programme within the same field. Student may use the same courses from the first postgraduate degree to credit transfer for subsequent postgraduate degree programme
- If the previous qualification is from a different institution, the credit transfer is subject to an academic residential requirement of 1 trimester/semester for Master/PhD level programmes.

(i) Student following a postgraduate programme and wishes to change to another postgraduate programme offered by MMU at the same level and within the same field. This is on condition that he/she meets the requirement of the new postgraduate programme:
   - Grade transfer is allowed. In this case, there is no limit to the amount of credit allowed to be transferred.
   - If the previous postgraduate programme is from another institution of higher learning, the credit transfer is dependent on the academic residential requirement of 1 trimester/semester for Master/PhD level.

(ii) Postgraduate student of a programme in MMU who enrolls for a few courses at another institution of higher learning at the same time (for example via mobility or exchange programme).
   - Credit transfer is allowed and it must not be more than 30% of the total credit of the programme registered for and it is also dependent upon the mutual understanding of both institutions

(iii) Other cases of horizontal credit transfer for postgraduate programmes are to be considered on a case to case basis subject to approval by the committee authorized by Senate of MMU or the Senate itself.

Scenario breakdown for horizontal credit transfer application for different levels and modes of postgraduate studies:

Mode	Programme	Credit Transfer Policy
Vertical	Structure A (Level 7) to Structure A (Level 8)	MQA guideline for RM exemption (*MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020)*: (i) Credit values of the RM course in Level 7 is equivalent or more than the credit values of the RM course in Level 8. (ii) Relevancy and currency of knowledge and skill for RM in Level 7 fulfils the requirements for Level 8. Credit transfer or course exemption is not allowed, except for: • Course exemption for RM (for within and outside MMU), subject to conditions (i) and (ii) above - *MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020,* AND • Course exemption for university courses that do not contribute to credit requirement for graduation

<table>
<tr><td></td><td></td><td>Category: Course exemption</td></tr>
<tr><td></td><td>Structures B & C (Level 7) to Structures B & C (Level 8)</td><td>Credit transfer or course exemption is not allowed, except for:
Credit transfer without grade for RM (for within and outside MMU), subject to conditions (i) and (ii), and is based on student's request - MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020
Category: Credit transfer without grade</td></tr>
<tr><td></td><td>Structure A (Level 7) to B & C (Level 8)</td><td>Credit transfer or course exemption is not allowed, except for:
Credit transfer without grade for RM (for within and outside MMU), subject to conditions (i) and (ii), and is based on student's request- MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020
Category: Credit transfer without grade</td></tr>
<tr><td></td><td>Structure B & C (Level 7) to A (Level 8)</td><td>Credit transfer or course exemption is not allowed, except for:
Course exemption for RM (for within and outside MMU), subject to conditions (i) and (ii), and is based on student's request- MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020
Category: Course exemption</td></tr>
<tr><td></td><td>Bachelor degree (Level 6) to Structures B & C (Level 7)</td><td>Credit transfer is not allowed except for integration programme - MQA. 100-1/7/2 Jld. 2 (22), 17 July 2019)

Credit transfer guidelines for Integration Programme for Bachelor's Degree (MQF Level 6) and Master's (MQF Level 7):

A student who has undertaken core courses of the master's programme which are also offered as independent elective courses in the final year of the Bachelor's degree is entitled for credit transfer with conditions stated below:
The student has fulfilled all the required minimum Body of Knowledge at Bachelor's Degree (MQF Level 6)
The student has obtained a Bachelor's degree and fulfilled the graduating credits
The student has passed the course with a minimum Grade B
The student is allowed a maximum transferable credit of 30% of the total programme's credit
The student must register his/her interest in the Integration Programme one year before the final year
Category: Credit transfer without grade</td></tr>
<tr><td>Horizontal</td><td>Structure A to Structure A (Level 7 to Level 7 or Level 8 to Level 8)</td><td>
<table>
<tr><th>No</th><th>Circumstances</th><th>Credit Transfer Allowed/Not-allowed</th></tr>
<tr><td>1.</td><td>Graduated and wish to pursue another program at the same level (e.g. Completed a Master degree, and wish to take another Master degree)</td><td>Credit transfer or course exemption is not allowed, except for course exemption for RM and other university courses that do not contribute to credit requirement for graduation, and this is subject to MMU's approval - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition

Category: Course exemption</td></tr>
<tr><td>2.</td><td>Quit and wish to pursue another programme at same level (Within and outside MMU)</td><td>Credit transfer or course exemption is not allowed, except for course exemption for RM and other university courses that do not contribute to credit requirement for graduation, and this is subject to MMU's approval - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition

Category: Course exemption</td></tr>
</table>
</td></tr>
</table>

		3.	Failed a programme and wish to pursue another programme at the same level	Not allowed

Structures B & C to Structures B & C (Level 7 to Level 7 or Level 8 to Level 8)

MQA requirements for horizontal transfer – *JPT/GS 1000-617 Jld. 2 (2), 19 September 2016*:

(i) Based on subject-to-subject mapping
(ii) Pass with minimum Grade C
(iii) Same number of credit hours
(iv) 80% of syllabus similarity
(v) Must be from accredited programme or programme recognized by the Malaysian government
(vi) Within MMU, no limit on the number of credit hours transferred - *Advisory Note No. 4/2017, 20 December 2017*
(vii) For outside MMU, limit on the number of credit hours to be transferred is subject to fulfilling the academic residential requirement (Master/PhD: 1 semester)

Remark: The student is responsible to make sure he/she fulfils the credits requirements for graduation by the end of study

No	Circumstances	Credit Transfer Allowed/Not-allowed
1.	Graduated and wish to pursue another program at the same level	Allowed, subject to conditions (i) to (vii) - *Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition* *Category: Credit transfer without grade*
2.	Quit and wish to pursue another programme at same the level	Credit transfer with grade (grade transfer) can be considered, subject to conditions (i) to (vii) - *Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition* *Category: Credit transfer with grade (Grade transfer)*
3.	Failed a programme and wish to pursue another programme at the same level	Not allowed - *Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition*

Structure A to Structure B & C (Level 7 to Level 7 or Level 8 to Level 8)

No	Circumstances	Credit Transfer Allowed/Not-allowed
1.	Graduated and wish to pursue another program at the same level	Credit transfer or course exemption is not allowed, except for credit transfer without grade for RM, and this is subject to MMU's approval - *Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition* *Category: Credit transfer without grade*
2.	Quit and wish to pursue another programme at same the level	Credit transfer or course exemption is not allowed,

<table>
<tr><td></td><td></td><td><table>
<tr><td></td><td></td><td>except for credit transfer without grade for RM, and this is subject to MMU's approval - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition

Category: Credit transfer without grade</td></tr>
<tr><td>3.</td><td>Failed a programme and wish to pursue another programme at the same level</td><td>Not allowed</td></tr>
</table></td></tr>
<tr><td></td><td>Structure B & C to Structure A (Level 7 to Level 7 or Level 8 to Level 8)</td><td><table>
<tr><th>No</th><th>Circumstances</th><th>Credit Transfer Allowed/Not-allowed</th></tr>
<tr><td>1.</td><td>Graduated and wish to pursue another program at the same level</td><td>Credit transfer or course exemption is not allowed, except for credit transfer without grade for RM, and this is subject to MMU's approval - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition

Category: Course exemption</td></tr>
<tr><td>2.</td><td>Quit and wish to pursue another programme at same the level</td><td>Credit transfer or course exemption is not allowed, except for credit transfer without grade for RM, and this is subject to MMU's approval - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition

Category: Course exemption</td></tr>
<tr><td>3.</td><td>Failed a programme and wish to pursue another programme at the same level</td><td>Not allowed</td></tr>
</table></td></tr>
</table>

11.5 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.

11.6 Approval of Thesis Title

The panel of evaluators shall recommend the thesis title for candidates who have completed the thesis seminar. 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:

Amended by Senate No. 234, 16 March 2023

	Research Proposal Defence (norm period)	Research Proposal Defence (maximum period)
Master's (Full-time)	6 months	9 months
Master's (Part-time)	9 months	12 months
Ph.D.(Full-time)	9 months	12 months
Ph.D.(Part-time)	12 months	15 months

Upon recommendation from the Supervisor and Co-Supervisor, the candidate shall submit the proposal defence form together with a mini thesis to the Faculty at least TWO weeks before the proposal defence. The mini thesis should include (but is not limited to) the following:

1. Introduction
2. Literature Review
3. Methodology
4. Future Work

The research proposal form and mini thesis 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 (PGC) or his representative from the Faculty PGC Committee
- Members:
  1. Supervisor and Co-Supervisor (invited member)
  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 include (but is not limited to) the following:

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 decide 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.

Amended by Senate No. 164, 5 September 2013

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 be 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.

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 candidature period for thesis submission. The Faculty may arrange the early submission evaluation provided that the candidate has completed the thesis and ready for examination.

Reworded for clarity (July 2013)

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 thesis seminar.

12.3 Thesis Seminar

Amended by Senate No. 257, 13 August 2026

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

1) Completed and passed all pre-requisite courses and proposal defence seminar (attached as evidence with the thesis seminar form)

2) An active candidature by the time of thesis seminar
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
6) Possesses a valid student visa (for international candidates only)

Upon fulfilment of the above requirements, the Faculty shall arrange the thesis seminar for the candidate. The candidate is highly encouraged to meet the publication requirement[1] to proceed with the thesis seminar.

[1] Refer to Section 9.1 for the publication requirements based on registration date.

The panel of evaluators of thesis seminar are as follows:

Chairman	**Members**
Deputy Dean of Faculty (PGC) or his representative from the Faculty PGC Committee	1. Supervisor and Co-Supervisor (invited members) 2. For Ph.D.: Minimum of One* subject matter experts (Ph.D. holder) 3. For Master's: Minimum of One* subject matter experts Secretary: Assistant Manager of Faculty

*Appointed by the Dean of Faculty. The subject matter expert can be either internal or external to the faculty

Supervisor and Co-Supervisor are responsible for ensuring that the candidate's draft thesis is complete and meets the required standard for thesis examination. Upon recommendation from the Supervisor and Co-Supervisor, the candidate shall submit the thesis seminar form with the draft thesis to the Faculty at least TWO weeks before the thesis seminar. The faculty shall arrange the thesis seminar.

The thesis seminar presentation must include (but is not limited to) the following:

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 PGC Committee. The BOP shall consider the appointment of examiners upon recommendation from the Faculty PGC Committee.

Amended by Senate No. 164, 5 September 2013

Upon completion of the thesis seminar, the candidate may proceed with thesis submission upon supervisor's endorsement. Incorporation of panel feedback is encouraged but not mandatory. If disagreements arise, candidates may submit the thesis at their discretion with the supervisors' consent. The final thesis must be submitted within a maximum period of **3 MONTHS** from the date of the thesis seminar.

12.4 Appointment of Examiners

Amended by Senate No. 164, 5 September 2013

The appointment letters for examiners will be issued upon BOP approval. The examiners are given SEVEN days to reply to IPS on whether they wish to accept the offer to act as an external examiner.

Upon the examiners' confirmation of acceptance, the thesis will be sent to the respective examiners, giving them four weeks for Master's theses and six weeks for PhD theses, starting from the date of receipt of thesis to submit their reports.

IPS shall send TWO reminders, one a week before the deadline and another on the deadline day, 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.

Master's by research

ONE Internal Examiner and ONE External Examiner are required for examining a Master's by research dissertation. More than 2 examiners may be necessary in a multidisciplinary dissertation or conspectus.

For MMU staff, TWO External Examiners are required. The criteria for the selection of examiners are given in the table below:

Examiner	Criterion
External Examiner	1) The examiner should possess a Doctoral Degree qualification 2) The examiner should possess a track record of having graduated at least 2 theses at the Master's/Doctoral level by research 3) The examiner should have relevant publications/creative artworks or equivalent in international journals (or equivalent) in the last five years 4) Both the examiners should not come from the same institution. 5) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the external examiner 6) Examiners from the industry must be at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation. Examiner from the industry can be exempted from requirements in (2) and (3)
Internal Examiner	1) At least a Lecturer with Doctoral Degree qualification 2) Must be from the field/s related to the research of the candidate under evaluation 3) Have graduated at least 2 theses at the relevant level 4) Must be engaged in research and have produced credible publications or equivalent works 5) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the internal examiner

PhD by Research

Amended by Special Senate No. 126, 7 August 2025

ONE Internal Examiner and ONE External Examiners are required for examining a PhD by research dissertation. For MMU staff, TWO External Examiners are required. More than 2 examiners may be necessary in a multidisciplinary dissertation or conspectus. The criteria for the selection of examiners are given in the table below:

Examiner	**Criterion**
External Examiner	1) The examiner should possess a Doctoral Degree qualification 2) The examiner should possess a track record of having graduated at least 2 theses at the Master's/Doctoral level by research 3) The examiner should have relevant publications in international journals (or equivalent) in the last five years 4) Both the examiners should not come from the same institution. 5) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the external examiner 6) Examiners from the industry must at least a master's degree and have at least 10 years of experience in the field at a level appropriate for the dissertation. Examiners from the industry can be exempted from requirements in (2) and (3)
Internal Examiner	1) At least a Lecturer with Doctoral Degree qualification 2) Must be from the field/s related to the research of the candidate under evaluation 3) Have graduated at least 2 theses at the relevant level 4) Must be engaged in research and have produced credible publications or equivalent works 5) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the internal examiner

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 a 12-month period.

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 'Guideline for 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 of thesis and originality report (for each chapter), and Similarity Index Form (verified by Supervisors) to IPS.

A candidate's status is changed to "Active-Submitted Thesis" once he has submitted his thesis for examination. The invoicing of tuition fees shall cease when the candidate is in the "Active-Submitted Thesis" 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: MMU academic staff who holds the rank of at least Associate Professor and above (b) External Examiner(s);	Supervisor and/or Co-Supervisor of the candidate shall be invited to attend the BOE meeting.

Amended by Special Senate No. 126, 7 August 2025

(c) Internal Examiner; (d) Dean of Faculty or his Representative (only required in the absence of the examiner); and Secretary: Assistant Manager of IPS	

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.

Amended by Senate No. 226, 26 May 2022

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.

   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) Dean of Faculty/Deputy Dean/Faculty representative
   - 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 MMU, the Dean of Faculty shall appoint a nominal Supervisor and to be approved by VP (AIR). 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 Examiner Report

Amended by Special Senate No. 63, 2 July 2010

or part of the Examiner Report and an Amendment Letter will be given to the candidate after the BOE members have approved the BOE meeting minutes.

7) Summary of guidelines for Board members

Board Member	Responsibilities
Chairman	- To brief all board members on the procedure (*see 12.7.3*) of the BOE meeting. - To ensure the procedure (*see 12.7.3*) is adhered to. - To ensure the thesis meets the standard and requirement of the programme. - To ensure the final decision is reached by consensus - To ensure the final decision is in accordance with the definition of the verdict (*see 12.7.6*). - The ensure the duration granted for correction is in accordance to the final decision (*see 12.7.6*).
Examiners	- To orally examine the candidate during the viva. - To ensure the thesis meets the standard and requirement of the programme.
Supervisors	- To observe the proceedings and take notes of comments / corrections required by the examiners. - Not allowed to answer any questions (on behalf of the candidate) unless the Chairman or any examiners specifically direct the question at the supervisors. - Not allowed to offer unsolicited comments or opinions at any time during the proceedings.

12.7.3 Procedure of the Board of Examiners Meeting and Viva voce

The following procedure covers both physical and virtual BOE meetings and viva voce. Sessions conducted virtually shall be recorded by the Secretary.

1. The meeting is to begin in the absence of the candidate, who must be on standby.
2. The Chairman shall call the meeting at the stipulated time when the quorum (see 12.7.4) for the Board is reached. If the quorum is not reached, the meeting and viva-voce will have to be postponed.
3. The Chairman shall briefly summarize the meeting and viva-voce procedure and outline the responsibilities each member to all Board members.
4. Preliminary Discussion / Deliberation
   - 4.1 The Chairman shall invite the Examiners attending the meeting to present their reports.
   - 4.2 The Faculty Dean or his representative shall present the reports in lieu of External Examiners in their absence.
   - 4.3 The Chairman shall present the plagiarism check results and obtain a consensus on whether or not they are accepted.

4.4 The Board may deliberate on the reports by the Examiners and seek clarification from the Examiners if necessary.

5. The viva-voce session (more details in *12.7.5*):
   5.1. The Chairman shall request the Secretary to invite the candidate into the meeting.
   5.2. The Chairman shall explain the flow of the viva-voce session to the candidate and invite him to present his thesis using power-point slides. The allocated time is 30-45 minutes for a Ph.D. thesis and 20-30 minutes for a Masters' thesis.
   5.3. After the presentation, the Chairman shall invite the Examiner(s) and Faculty Dean or his representative to commence the questions and answers (Q&A) session.
   5.4. *Note:* In this Q&A session, the Supervisor and Co-Supervisor are not allowed to answer on behalf of the candidate unless requested by the Chairman.
   5.5. The Chairman shall regulate the viva session to ensure that the Board members are able to present their questions and the candidate has the opportunity to answer these questions without interruption.
   5.6. At the end of the viva voce session, the Chairman shall inform the candidate on the next step of the viva process flow before requesting the candidate to excuse himself from the meeting. The candidate must be on standby for the final result.
6. Deliberation and Decision
   6.1. The Board shall deliberate on the performance of the candidate and the standard achieved in his thesis.
   6.2. The Board shall make a decision based on the reports of the examiners and the result of oral examination. The decision must be unanimous, to be reached by consensus, NOT majority votes.
   6.3. The decision will then be recorded by the Board.
   6.4. The Supervisor and Co-Supervisor shall take note of the Board's decisions and all the amendments/corrections that need to be done and of the time-line for the candidate to submit the revised thesis.
7. The Chairman shall request the Secretary to invite the candidate back to the meeting and subsequently, inform him of the Board's decision.
8. The decision of the BOE shall subsequently be conveyed to the candidate officially in writing by the Secretary.

12.7.4 Quorum for Board of Examiners

Amended by Senate No. 142, 4 June 2010

The quorum at a viva voce is THREE members, i.e. Chairman, an Internal Examiner or External Examiner, and Dean of Faculty (or his representative).

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.

12.7.5 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.

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 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.

12.7.6 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.

  Corrected thesis to be checked and verified by the Supervisors.

- **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, in which case, the candidate is required to submit proof of engaging the service along with the final thesis.

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

- **Re-examination [4]**

The candidate is required to undertake further work, after which he shall re-submit the thesis for re-examination (See *12.7.7*).

The duration for the candidate to complete the corrections and additional work, and resubmit the thesis is TWELVE (12) months from the date of the official written notice of the result to the candidate.

- **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 following*:

[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.

12.7.7 Re-Examination: [4] (See12.7.6)

Amended by Senate No. 141, 1 April 2010

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.

At the second *viva-voce*,

- A thesis that is rated [1], [2] or [3] will follow exactly the same processes as described in Section *12.7.6*.

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

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

At the third *viva-voce*,

- A thesis that is 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].

Thesis re-examination fees:

Programme	Local Student	International Student
Master	RM 750	RM 900
PhD	RM 2500	RM 3000

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 (AIR).

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 to and Submission of the Final Thesis

A candidate is required to submit an electronic copy thesis 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. The status of the candidate will be changed to 'Dismissed'.

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 in accordance to the examination result/verdict to submit the final thesis to the Dean of IPS.

Prior to the final submission, the candidate must submit a copy of the corrected thesis to the Supervisors for checking and verification that all required amendments have been completed.

If required, after the Supervisors have checked the thesis, it will be submitted to the stipulated Examiner to verify that all required amendments have been made. In the event of the absolute unavailability of the Examiner (resignation of the Examiner or other unforeseen circumstances), any member of the BOE may be assigned to verify the changes made to the thesis.

If required, the candidate can submit an application to IPS for an extension of the final thesis submission deadline.

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

12.9.4 Senate Approval of Examination Report

After the candidate has submitted his final thesis, IPS shall prepare the official Examination Report of the candidate. This report shall be verified by the Dean of IPS and the Chairman of the BOE, and then forwarded to the Senate for approval (see 12.10).

In the event that the IPS Dean is the Supervisor or Co-supervisor, the verification will be done by VP AIR.

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 is currently registered (not withdrawn, dismissed, deferred or terminated);

- The candidate has made full settlement of fees and be free from any financial commitments and debts to the University;

- The candidate is 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 'Completed'.

Section THIRTEEN – Termination and Appeal for Reinstatement

13.1 Termination

The candidature shall be terminated if:

1) The candidate is not able to complete the programme within the maximum candidature period.

2) The candidate conducts himself in a manner deemed to contravene any Statute, Rule or Regulation of the University.

3) The candidate's academic progress is unsatisfactory for three cumulative 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 has not obtained the grade of 'S' (satisfactory) beyond the maximum period of proposal defence, whichever is earlier.

13.2 Appeal for Reinstatement

A candidate whose candidature has been terminated may appeal to the Dean of IPS for reinstatement of his candidature.

Amended by Senate No. 141, 1 April 2011

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

The decision by the President based on the recommendation of the Dean of IPS 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 resolved 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.