

POSTGRADUATE HANDBOOK

for

Structure B (Coursework and Dissertation)

and

Structure C (Coursework)

October 2026

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Section ONE – General

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

1.1 Definitions & Abbreviations

D.B.A	Doctor in Business Administration
E.M.B.A	Executive Master in Business Administration
M.B.A	Master in Business Administration
M.Sc.(SE)	Master of Computer Science in Software Engineering
M.E.E.E.	Master of Electrical and Electronic Engineering
M.Eng. (Tele.)	Master of Engineering in Telecommunications
M.Sc (EBM)	Master of Science in Engineering Business Management
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 B	Doctoral Programme by Coursework and Dissertation
Structure C	Master's Programme by Coursework
TOEFL	Test of English as a Foreign Language
University	Multimedia Universiti
VP	Vice President

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

1.2 Postgraduate Administrative Structure

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

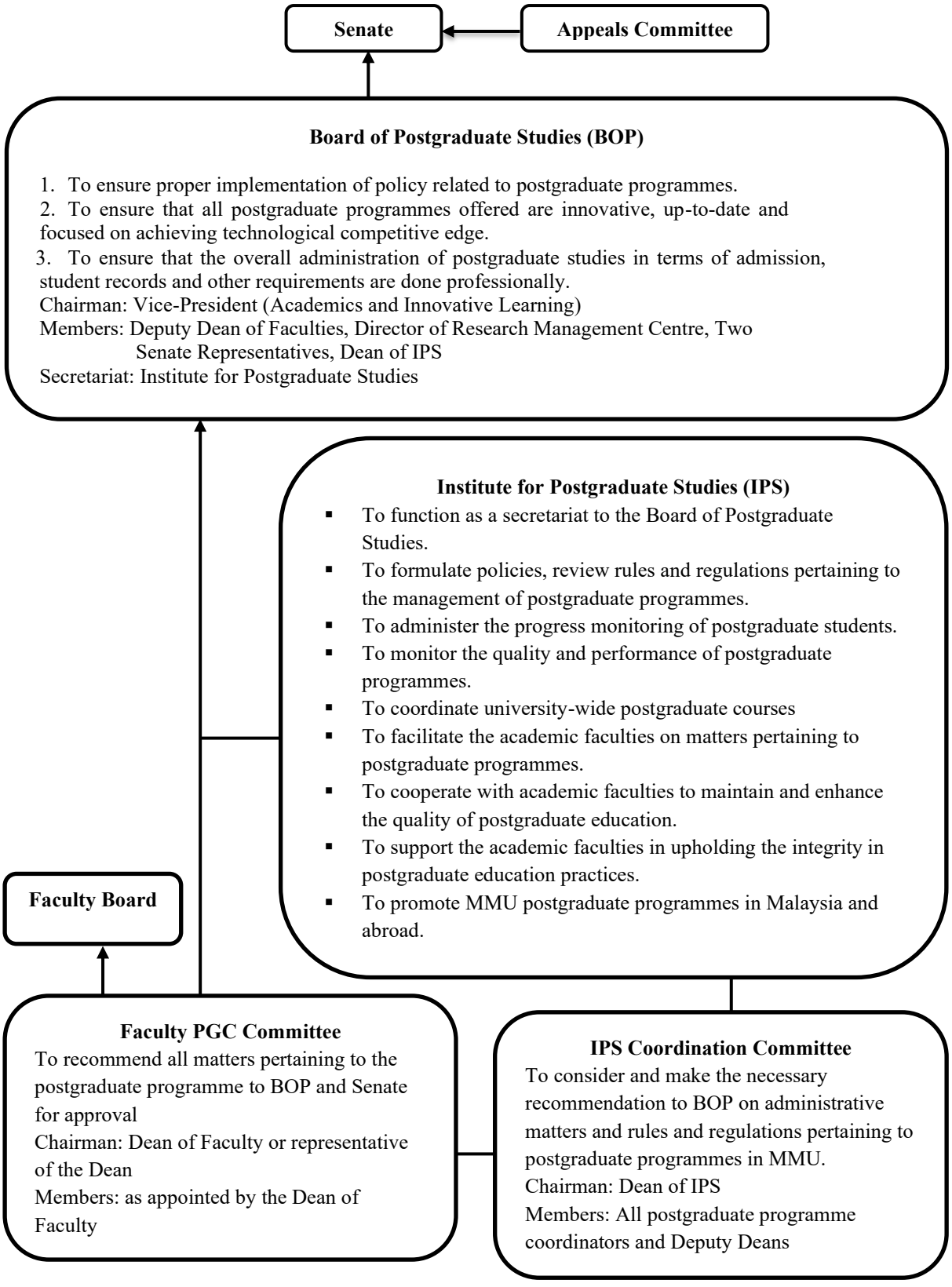


Diagram 1: Postgraduate Administrative Structure

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

2.1 Doctoral Programme by Coursework and Dissertation

A candidate must register and pass a prescribed number of taught courses. In addition, he must conduct research under the supervision of academic staff and submit a dissertation for the fulfilment of the graduation requirements. The contribution of the coursework component shall be approximately 30%-50%.

2.2 Master's Programme by Coursework

A candidate must register and pass a prescribed number of taught courses. In addition, he must complete a project under the supervision of academic staff and submit a project for the fulfillment of the graduation requirements. The contribution of the coursework component is normally 30% and above depending on the programme.

2.3 Course Structure

2.3.1 Course Structure for Doctoral Programme by Coursework and Dissertation

A candidate is required to fulfil a minimum of 80 total credit hours. The duration of dissertation for full-time and part-time programmes as per the approved course structure. The candidate is required to fulfil the minimum credit hours determined by the faculty before registering for the dissertation. The dissertation shall begin as stipulated in the approved course structure. The variation of the course structure is based on the specific requirement of the programme.

2.3.2 Course Structure for Master's Programme by Coursework

A candidate is required to fulfil a minimum of 40 total credit hours. The duration of project for full-time and part-time programmes is as per the approved course structure. The candidate is required to fulfil the minimum credit hours determined by the faculty before registering for the project. The variation of the course structure is based on the specific requirements of the respective programmes.

The Student Learning Times (SLT) should be a guiding principle in preparing the SLT for all teaching and learning activities for the courses. The subject matter expert should be able to decide and justify the actual SLT in which it should fall within the given range.

The total SLT should not be more than ONE (1) credit hour extra in any specific trimester. This to ensure that candidates will have more time to spend evenly in all the courses for that trimester.

No.	Item	Duration (hours) or requirements	Student Self Learning Time (hours) - Proposed
1.	Lecture	1	0.5-2
2.	Tutorial	1	0.5-3
3.	Tutorial (involving case studies)	1	3 - 6
4.	Laboratory (including report writing)	1 - 3	0.5 - 3
5.	Undergraduate Final Year Project / Dissertation	4 - 10 credits	80 - 400
6.	Studio Work	1	1 - 2
7.	Presentation	1	1-6

8.	Project / Assignment		6-30
9.	Examination	1	6-20
10.	Test / Quiz / Lab test	1	1-5
11.	Legal Attachment Training (FOL)	6	160

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

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

Faculty of Artificial Intelligence and Engineering

No.	Programme	Structure		Mode of Study		Cyberjaya Campus	Melaka Campus
		B	C	Full-time	Part-time		
1.	Master of Engineering in Telecommunications		●	●	●	●	
2.	Master of Electrical and Electronic Engineering		●	●	●	●	
3.	Master of Science in Engineering Business Management		●	●	●	●	

Faculty of Computing and Informatics

No.	Programme	Structure		Mode of Study		Cyberjaya Campus	Melaka Campus
		B	C	Full-time	Part-time		
1.	Master in Computer Science		●	●	●	●	
2.	Master in Computer Science (Open and Distance Learning)		●		●	●	

Faculty of Information Science and Technology

No.	Programme	Structure		Mode of Study		Cyberjaya Campus	Melaka Campus
		B	C	Full-time	Part-time		
1.	Master in Information Technology		●		●		●

Faculty of Management

No.	Programme	Structure	Mode of Study	Cyberjaya Campus	Melaka Campus

		B	C	Full-time	Part-time		
1.	Master in Business Administration (M.B.A)		●	●	●	●	
2.	Executive Master in Business Administration (E.M.B.A) (Open and Distance Learning)		●	●	●	●	
3.	Doctor in Business Administration	●		●	●	●	

Faculty of Business

No.	Programme	Structure		Mode of Study		Cyberjaya Campus	Melaka Campus
		B	C	Full-time	Part-time		
1.	Master in Business Administration (M.B.A)		●	●	●		●

Faculty of Creative Multimedia

No.	Programme	Structure		Mode of Study		Cyberjaya Campus	Melaka Campus
		B	C	Full-time	Part-time		
1.	Master of Multimedia (Digital Learning)		●	●	●	●	
2.	Master in Creative Multimedia		●	●	●	●	

2.5 Mode of Study

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

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

Mode of Study	Requirement
Full-time	Registered and present for a minimum of 12 credit hours for each semester and/or a dissertation or project, unless recommended otherwise by the Faculty.
Part-time	Registered and present for a minimum of 3 credit hours for each semester and/or a dissertation or project.

2.6 Duration of Study

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

Programme	Minimum (years)	Maximum (years)
Doctoral (full-time)	3	7
Doctoral (part-time)	4	7
Master's (full-time)	1	3
Master's (part-time)	2	5

International students are strongly advised to follow the 1-year programme structure (full-time). Any study undertaken beyond this 1-year period will require a visa renewal that is not guaranteed and is subject to the sole discretion of immigration authorities.

2.6.1 Extension of Candidature

The candidate's candidature ceases automatically once the candidate exceeds the maximum period of study for the programme. The candidate may apply for an extension. The candidate must make full payment of the outstanding fees (if any) before applying for extension. The extension of candidature shall not exceed one year, except under special circumstances, with the approval from the BOP. The extension shall only be given for the completion of dissertation/project. 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.

Amended by Senate No.164, 5 September 2013

The following documents shall be submitted to the faculty at least THREE months in advance:

For Structure B:

i. "Extension of Candidature" form
ii. Draft of dissertation
iii. Progress report

The progress report must be written in a concise manner (about 4000 words) which includes the followings:

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

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

Amended by Senate No.164, 5 September 2013

For Structure C:

i. "Extension of Candidature" form
ii. Academic transcript

The Faculty PGC Committee shall recommend the extension applications (for both Structures B and C) to the BOP. Upon BOP approval, the candidate is required to pay the extension fee and all other outstanding fees charged by the University.

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

Structure	Programme	Entry Requirement
Programme by Coursework and Dissertation (Structure B)	Doctor in Business Administration	I. A Master's degree (Level 7, MQF) in 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. Other qualifications equivalent to a Master's degree (Level 7, MQF) in the field or related fields recognised by the Government of Malaysia.
Programme by Coursework (Structure C)	• Master of Engineering in Telecommunications • Master of Electrical and Electronic Engineering	I. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the Senate; OR II. A Bachelor's degree in the field or related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, as accepted by the Senate, can be admitted subject to rigorous internal assessment; OR III. A Bachelor's degree in Science or Technology with a minimum CGPA of 2.50 or equivalent, as accepted by the Senate, can be admitted subject to

		completion of appropriate prerequisite courses; OR IV. A Bachelor's degree in Science or Technology with a 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 completion of appropriate prerequisite courses; OR V. Other qualifications equivalent to a Bachelor's degree recognised by the Malaysian Government must fulfil the requirements stipulated under items (i), (ii), (iii) or (iv), as applicable.
	• Master of Science in Engineering Business Management	I. A Bachelor's degree in Engineering/ Business/Management or related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the Senate; OR II. A Bachelor's degree in Engineering/ Business/Management or related fields with a minimum CGPA of 2.00 but not meeting a CGPA of 2.50 or equivalent as accepted by Senate, subject to rigorous internal assessment; OR III. A Bachelor's degree in non-related fields with a minimum CGPA of 2.00 or equivalent, as accepted by Senate, and with relevant working experience, subject to rigorous internal assessment; OR IV. A Bachelor's degree in non-related fields with a minimum CGPA of 2.00 or equivalent, as accepted by Senate, and without relevant working experience, subject to rigorous internal assessment and passing pre-requisite courses; OR V. Other equivalent/related qualifications to a Bachelor's degree recognised by the Malaysian Government.
	• Master in Computer Science	I. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.50, as accepted by the HEP Senate; OR II. 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 thorough rigorous internal assessment as determined by the HEP; OR III. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.00 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 IV. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.00 can be accepted subject to appropriate prerequisite courses; OR V. Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) in the field of Computing or related fields recognised by the Government of Malaysia must fulfil the requirement on item i or ii.
	• Master in Information Technology via ODL	I. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.50, as accepted by the HEP Senate; OR II. A Bachelor's degree (Level 6, MQF) in Computing or related fields with a minimum CGPA of 2.00 and not meeting a CGPA of 2.50 can be accepted subject to a thorough rigorous assessment as determined by the HEP; OR III. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.00 can be accepted subject to a thorough rigorous 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. A Bachelor's degree (Level 6, MQF) in Non-Computing field with a minimum CGPA of 2.00 can be accepted subject to appropriate prerequisite courses; OR V. Other qualifications equivalent to a Bachelor's degree (Level 6, MQF) in Computing or related fields recognized by the Government of Malaysia must fulfil the requirement on item I or II.
	• Master of Multimedia (Digital Learning) • Master 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 2.50 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 2.00 and not meeting CGPA of

		2.50 or equivalent, and passing rigorous internal assessment; OR III. 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 relevant working experience, and passing rigorous internal assessment; OR IV. A Bachelor's degree (Level 6, MQF) in non-related fields with minimum CGPA of 2.00 or equivalent, as accepted by MMU Senate, without relevant working experience, subject to passing pre-requisite courses determined by MMU and passing rigorous internal assessment; OR V. Other relevant equivalent qualifications (Level 6, MQF) recognised by the Malaysian Government, and passing pre-requisite courses determined by MMU. *Note: Rigorous internal assessment includes a presentation interview (online / virtual / conventional) and submission of student's portfolio determined by MMU as required.*
	• Master in Business Administration • Executive Master in Business Administration (Open Distance Learning)	I. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.50 or equivalent, as accepted by the HEP Senate; OR II. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 or equivalent, can be accepted, subject to a rigorous internal assessment; OR III. 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 with relevant working experience, subject to a rigorous internal assessment; OR IV. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 3.00 or equivalent, as accepted by the HEP Senate and without working experience, subject to rigorous internal assessment; OR V. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 and not meeting CGPA of 3.00 or equivalent, as accepted by the HEP Senate and without working experience, subject to passing pre-requisite courses; OR

		VI. Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Malaysian Government.

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.

In addition to the academic requirements, an applicant is also required to possess a sufficient level of English language proficiency as mentioned in Section 3.2.

3.2 English Language Requirement

An applicant is required to possess a sufficient level of English language proficiency by meeting the minimum English entry requirement below:

Amended by Senate No. 221, 21 October 2021

Programme	**English Language Requirements**
Master of Engineering in Telecommunications Master of Electrical and Electronic Engineering Master of Science in Engineering Business Management	IELTS 5.0 and equivalent*
Master in Computer Science Master in Information Technology via ODL Master in Business Administration Executive Master in Business Administration Master of Multimedia (Digital Learning) Master in Creative Multimedia	IELTS 6.0 and equivalent*
Doctor in Business Administration	IELTS 6.0 and equivalent*

*The equivalency table is as below:

Amended by Special Senate No. 111, 11 August 2022

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

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.

Candidates who fail to meet the English Language requirement may enroll in the Intensive English Language Programme (IELP) offered by MMU to prepare them for the necessary English test.

3.3 Application Procedure

The application can be done online through MMU website (https://ips.mmu.edu.my/prospective-students/admission/).

An applicant is required to submit the online application along with the following documents:

Local Applicant	**International Applicant**
Scanned copies of each original transcript of relevant academic qualifications	Scanned copies of each original transcript of relevant academic qualifications
Scanned copies of each original certificate of relevant academic qualifications	Scanned copies of each original certificate of relevant academic qualifications
Scanned copy of original English Language Proficiency qualification (if any)	Scanned copy of original English Language Proficiency qualification (if any)
-	Financial guarantee form and financial statement (if applicable)
Scanned copy of original sponsorship/scholarship letter and documents (if applicable)	Scanned copy of original sponsorship/scholarship letter and documents (if applicable)
Scanned copy of identity card (IC)	Scanned copy of passport (pages with details)

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

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

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

An applicant who has submitted the completed application form with the required documents should notify IPS as per below:

For programme offered in MMU Cyberjaya Campus Universiti Telekom Sdn. Bhd. (436821-T) Institute for Postgraduate Studies	For programme offered in MMU Melaka Campus Universiti Telekom Sdn. Bhd. (436821-T) Institute for Postgraduate Studies

Multimedia University, Persiaran Multimedia,63100 Cyberjaya, Selangor Darul Ehsan, Malaysia. Tel: 03-8312 5326/5560/5290 Fax: 03-8312 5300 Email: ips@mmu.edu.my	Multimedia University, Jalan Ayer Keroh Lama, 75450 Melaka, Malaysia. Tel: 06-2523564/3824 Fax: 06-2317141 Email: ips@mmu.edu.my

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

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

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

3.4 Deferment of Admission

An applicant may defer his admission by submitting the Deferment Form to IPS. Deferment is limited to one intake only. Candidates who do not enroll in the subsequent available intake must submit a new application for admission.

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 must register on the registration date given by IPS for the particular intake. In the event if the candidate is not able to register during the registration day, the candidate may register within the first two weeks of the semester. If the candidate failed to register within this time, the offer will lapse unless the candidate requested for deferment.

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 followings:

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

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

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

Once enrolled in a programme, the status of the candidate's candidature is classified as 'Active'. During the course of study, the status of a candidate's candidature shall be classified as one of the 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 Dean for a LOA due to Medical / financial / no courseto be taken / etc.
3.	Suspended	Candidate 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 reasons.
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 course(s). (Regulation no. 7, Part 1-clause 6.2
4.	Cancelled	Death of candidate (deceased), or VISA not approved, or health reasons.

4.2 Matriculation 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 semester are as follows:

1) The candidature does not exceed the maximum duration of study;
2) All outstanding tuition fees have been settled;
3) The candidate has valid medical insurance coverage; and
   The candidate possesses a valid student pass/visa throughout the period of study (for international candidates only)

4.3 Course Registration

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

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

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

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

4.4 Dissertation/Project Registration

A candidate is required to fulfil the minimum credit hours determined by the faculty before registering for dissertation/project.

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

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

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

A candidate shall register for the dissertation/project, as stipulated in the course structure, within TWO weeks after the commencement of the semester.

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

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

Candidates who fail to complete the dissertation/project within the stipulated period will be graded as ‘F’ and shall register for the dissertation/project again in the subsequent semester.

4.5 Dismissed Candidate

Should a continuing candidate fail to register any course by week 4 and has not applied for Leave of Absence, the status of the candidate's candidature shall automatically be dismissed.

Amended by Special Senate No. 102, 7 April 2020

Section FIVE – Fees

5.1 Fees

The candidate is required to pay the tuition fee and other fees as stipulated by the University.

The first payment needs to be settled upon registration.

Failure to make payment within 4 weeks after the commencement of the semester will result in the candidate being barred from sitting the final examination of the course(s).

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

5.2 Insurance

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

5.3 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.

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

The academic staff member(s) appointed as Supervisor(s) shall not have any personal/business relationship with the candidate(s) 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 academic from another institution may be appointed to act as a Supervisor/ Co-Supervisor.

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

6.2 Contacts between Candidate and Supervisor

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

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

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

6.3 Supervisor/Teaching Staff Selection Criteria

The criteria for selecting supervisors and teaching staff are as follows:

Master's by Coursework

Amended by Senate No. 226, 26 May 2022

Role	Criteria
Supervisor	(i) Doctoral Degree in the related field of studies and/or experienced in research; or (ii) Master's Degree holders with at least 5 years' experience in teaching and research by way of academic publications/creative works. (iii) Supervisor from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation AND be appointed only as a co-supervisor

	(iv) The supervisors must go through structured supervisor training
Teaching staff	(i) The teaching staff must have a doctoral degree. (ii) Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years' experience in teaching. (iii) Teaching staff from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for courses to teach practical/professional/hands-on components

Doctoral by coursework/dissertation

Role	**Criteria**
Supervisor	(i) Doctoral Degree holders in the related field of studies, and have: (a) at least 2 years' 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 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*
Co-supervisor	(i) Doctoral Degree holders in the related field of studies and have at least 2 years' teaching and research experience (ii) Where the co-supervisor has only a master's degree*, extensive experience in 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 thesis (iv) The supervisors must go through structured supervisor training

	** The research topic of the candidate is not related to the Doctoral 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*
Teaching staff	(i) The teaching staff must have a doctoral degree AND at least 2 years' teaching experience (ii) Teaching staff 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 courses to teach practical/professional/hands-on components

Faculty PGC Committee may recommend adjunct co-supervision 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.

Added by Senate No. 165, 17 October 2013

6.4 Supervisor Appointment

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

Added by Senate No. 165, 17 October 2013

1) The proposed Supervisor/Co-Supervisor is required to show proof of expertise in the related area, i.e. via publication in the related area and years of supervision experience at the Master's/Ph.D. level, to the satisfaction of the Faculty 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, Ph.D. or DBA) 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 members to each other or who are family members 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 of the candidate. 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

For Structure B only:

8) In the case where complimentary industrial expertise is required, Faculty may appoint qualified practitioner at the industry/corporation/company who has substantial experience or expertise in the relevant areas of the research topic as Adjunct Staff to co-supervise the candidate.

9) Candidates who are at the stage of preparing or completing their dissertation 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 dissertation is recommended for re-examination, the Faculty shall appoint a new supervisor as per university procedure.

Amended by Special Senate No. 63, 2 July 2010

6.5 Role of Supervisor

A Supervisor shall be responsible for the following:

1) Ensure that the candidate has relevant information regarding his own research and professional plans for the period of the candidate's dissertation/project;

2) Meet the candidate at frequent intervals to discuss, assess and guide the progress of the work;

3) Advise the candidate on the scope and presentation of the dissertation/project and on any publication likely to arise from the work;

4) Assist the candidate to develop standards of achievement that will result in a dissertation/project of merit;

5) Liaise with the Faculty;
6) Encourage and facilitate the candidate's participation in conferences where relevant results of the dissertation/project may be presented;

7) Encourage and assist, where appropriate, the candidate to publish from his dissertation/project in reputable conferences and/or journals;

8) Evaluate the progress reports submitted by the candidate;

9) Report the progress of the candidate as and when required by the Faculty;

10) Ensure that the dissertation/project submitted conforms to MMU's "Guide to Preparation of Dissertation".

Section SEVEN – Monitoring and Grading System

7.1 Progress Monitoring (Structure B)

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

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

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

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

Amended by Special Senate No. 126, 7 August 2025

7.2 Grading System

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

a) Final examination, which shall constitute 40% - 70% of the total marks; and
b) Coursework, which includes test, quiz, project, assignment, laboratory report etc., which shall constitute 30% - 50% of the total marks.

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

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

a) Implementation of the open book examination practice;
b) the percentage breakdown for the final examination and coursework; and
c) The breakdown for coursework.

The scheme of marks and corresponding grades shall be as follows:

Marks	***Grade***	**GPA**
90-100%	A+	4.000
80 - <90%	A	4.000
79%	A-	3.933
78%	A-	3.867
77%	A-	3.800
76%	A-	3.733
75%	A-	3.667
74%	B+	3.600
73%	B+	3.533
72%	B+	3.467
71%	B+	3.400
70%	B+	3.333
69%	B	3.267
68%	B	3.200
67%	B	3.133
66%	B	3.067

65%	B	3.000
64%	B-	2.933
63%	B-	2.867
62%	B-	2.800
61%	B-	2.733
60%	B-	2.667
59%	C+	2.600
58%	C+	2.533
57%	C+	2.467
56%	C+	2.400
55%	C+	2.333
54%	C	2.267
53%	C	2.200
52%	C	2.133
51%	C	2.067
50%	C	2.000
0-49%	F	0.000

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

7.3 Appeal for Re-grading of Course Examination Results

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

Amended by Senate No.149, 4 August 2011

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

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

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

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

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

Appeal fee will be forfeited for unsuccessful appeal.

Section EIGHT – Intellectual Property

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

8.1 Plagiarism

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

Plagiarism includes:

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

2) Extraction of academic data which are the results of research undertaken by another person, such as laboratory findings, data obtained, whether published or unpublished, without giving due acknowledgement to the original source.

3) Transcription of the ideas of others which are kept in whatever form (written/printed/electronic/slide form) of teaching or research apparatus.

4) Unauthorized translation of the writing of another person from one language to another whether wholly or partly.

The candidate must:

1) Always give due acknowledgement to the sources of ideas or data which are not owned by the candidate and are not truly in the public domain;

2) Be able to distinguish between the candidate's own ideas or work and those of others, as any ambiguity in such a distinction could give rise to a suspicion of plagiarism;

3) Give acknowledgement to the source of data, analysis or procedures which are not owned by the candidate.

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

8.1.1 Plagiarism Checking

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

Reworded for clarity (July 2013)

Section NINE – Publication

9.1 Publication

Candidates are encouraged to publish.

Section TEN – Add and Drop of Course and Withdrawal

10.1 Add and Drop of Course

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

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

10.2 Withdrawal of Course

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

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

10.3 Leave of Absence

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

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

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

1) Medical grounds - The candidate must submit a medical report from the doctor to the Dean of Faculty through the Programme Coordinator. However, Medical Certificate (MC) is NOT acceptable as the replacement of medical report.

2) Work commitment - The candidate who is involved in company activities such as business trip or outstation assignment must submit a letter from the CEO, Director or immediate superior to the Faculty Dean through the Programme Coordinator indicating the business activities.

3) To attend and fulfill course requirements - A candidate may apply leave of absence to follow another course in MMU or any other institution of higher learning, if the course is a requirement by the Faculty.

4) Humanitarian reasons as follows, but not limited to:
    a. Demise of immediate family member;
    b. Financial difficulties;
    c. Natural disaster in home country of candidate.

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

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

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

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

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

10.4 Withdrawal of Candidature

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

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

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

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

Section ELEVEN – Transfer

11.1 Credit Transfer/Course Exemption

Amended by Senate No. 225, 3 March2022

Vertical Credit Transfer

Vertical credit transfer is allowed in the following circumstances:

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 course 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 of the Research Methodology course taken must be aligned with the Research Methodology 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

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.

Postgraduate student of a programme in MMU who enroll 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

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.

Horizontal Credit Transfer with Grade

Horizontal credit transfer with grade must be fully processed and finalized within the student's first trimester of candidature. Applicants must complete matriculation into the target programme and submit a formal application to the respective Faculty, together with the following documents:

- Official academic transcript showing the final results of the subjects proposed for credit transfer.
- Complete subject syllabi, including course outlines, learning outcomes, and topic breakdowns.
- Official grading scheme indicating the numerical mark ranges corresponding to letter grades at the previous institution.
- Official proof of withdrawal or discontinuation from the previous institution, where applicable.

Each subject must satisfy the following criteria:

- Minimum Grade: Grade C or equivalent.
- Credit Hours: Equivalent credit hours to the corresponding MMU subject.
- Syllabus Similarity: At least 80% content similarity with the corresponding MMU subject.

For subjects that satisfy these criteria, the Faculty shall perform grade-to-grade mapping between the previous institution's grading scheme and MMU's grading scheme. Where the grading scales differ, the minimum numerical mark within the applicable grade range of the previous institution shall be used to determine the corresponding MMU grade.

Summary of Credit Transfer Scenarios

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 [1] *Category: Course exemption*
	Structures B & C (Level 7) to Structures B & C (Level 8)	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*
	Structure A (Level 7) to B & C (Level 8)	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*
	Structure B & C (Level 7) to A (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), and is based on student's request- *MQA. 100-1/7/2 Jld. 3 (9), 14 May 2020* *Category: Course exemption*
	Bachelor degree (Level 6) to Structures B & C (Level 7)	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:

<table>
<tr><td></td><td></td><td>

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 rowspan="2">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>
<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>Structures B & C to Structures B & C (Level 7 to Level 7 or Level 8 to Level 8)</td><td>
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
<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>Allowed, subject to conditions (i) to (vii) - Compilation of Policies on Quality Assurance of Higher Education (2009 - 2020), Third Edition</td></tr>
</table>
</td></tr>
</table>

				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, 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*
		3.	Failed a programme and wish to pursue another programme at the same level	Not allowed
	Structure B & C to Structure A (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: Course exemption*
		2.	Quit and wish to pursue another programme at same the 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: Course exemption*
		3.	Failed a programme and wish to pursue another programme at the same level	Not allowed	

11.2 Change of Mode of Study

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

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

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

The Faculty PGC Committee shall recommend to the BOP for consideration.

11.3 Branch/Campus Transfer

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

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

11.4 Approval and Change of Dissertation/Project Title

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

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

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

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

Section TWELVE – Examination

12.1 Course Examination

The candidate shall be eligible for admission to the final examination for a course only if:

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

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

12.1.1 Absence from Examination

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

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

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

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

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

12.1.2 Incomplete Courses

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

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

12.1.3 Repeating Courses

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

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

12.1.4 Elective Courses

Added by Senate No. 139, 3 December 2010

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

12.1.5 Board of Examiners

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

The membership of the BOE shall comprise all academic staff members who teach those courses, the examiners and the Faculty PGC Committee.

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

12.2 Proposal Defence (Structure B)

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

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

Upon recommendation from the Supervisor, the candidate shall submit the proposal defence form together with the research proposal to the Faculty at least TWO weeks before the proposal defence. The research proposal shall be made available to the Panel of Evaluators as soon as the faculty receives the research proposal from the candidate.

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

Added by Senate No. 154, 31 May 2012

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

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

The proposal defence presentation must have at least the followings:

1. Introduction and Justification of the Study
    - Research Background
    - Problem Statements and Motivations
    - Objectives and Deliverables

2. Literature Review
3. Research Methodology
4. Research Schedule

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

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

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

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

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

Amended by Senate No.164, 5 September 2013

12.3 Early Submission of Dissertation (Structure B)

Amended by Special Senate No.122, 30 October 2024

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

A panel for the early submission evaluation should be formed by the Faculty consisting of evaluators given in Section 12.4 and a representative from Senate to evaluate the completed dissertation.

If the early submission application is successful, the candidate shall proceed with the dissertation seminar.

12.4 Dissertation Seminar (Structure B)

Amended by Senate No. 249, 29 May 2025

The panel of evaluators shall assess the following aspects:

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

The panel of evaluators of dissertation seminar are as follows:

Chairman	Members
Deputy Dean of Faculty (PGC) or his representative from the Faculty PGC	Minimum of one subject matter expert (from within or outside faculty) Invited member: Supervisor

Committee	Secretary: Assistant Manager of Faculty

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

The dissertation seminar presentation must have at least 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 Supervisor is required to propose the examiners for the dissertation to the Faculty PGC Committee. The BOP shall consider the appointment of examiners upon recommendation from the Faculty PGC Committee.

Upon passing the dissertation seminar, a candidate must affirm that their research work is fully completed and must submit the final dissertation within a maximum period of **3 MONTHS**.

12.5 Appointment of Examiners

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

Amended by Senate No. 164, 5 September 2013

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

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

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

Master's by Coursework (Structure C)

Amended by Special Senate No. 64, 1 May 2022

(i) At least 2 examiners including the supervisor are required.

(ii) Examiners must have a minimum qualification of no less than the supervisor / academic staff. Where an examiner is without the required qualification, there must be sufficient experience in the relevant field and the appointment must be subjected to the approval of the Senate.

(iii) Examiners must be from the field or related fields of study to ensure rigorous evaluation of the candidate and dissertation or thesis.

(iv) Examiners have supervised candidates at the relevant level.

(v) Examiners must be engaged in research and have produced credible publications or equivalent works.

(vi) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the internal examiner.

(vii) Examiners from the industry must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation[1]. Examiners from the industry can be exempted from requirements in (ii), (iv) and (v).

PhD by Mixed Mode (Structure B)

(i) At least 2 examiners, 1 of whom must be an external examiner. More than 2 examiners may be necessary in the case of multidisciplinary theses or conspectuses.

(ii) Examiners must have a minimum qualification of no less than the supervisor / academic staff. Where an examiner is without the required qualification, there must be sufficient experience in the relevant field and the appointment must be subjected to the approval of the Senate.

(iii) Examiners must be from the field or related fields of study to ensure rigorous evaluation of the candidate and dissertation or thesis.

(iv) Examiners have supervised candidates at the relevant level.

(v) Examiners must be engaged in research and have produced credible publications or equivalent works.

(vi) Examiners from the industry 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[1]. Examiners from the industry can be exempted from requirements in (ii), (iv) and (v).

Requirements for External Examiner:

(i) The examiner should possess a Doctoral Degree qualification.

(ii) The examiner should possess a track record of having graduated at least 2 theses at the Master's/Doctoral level by research

(iii) The examiner should have relevant publications in international journals (or equivalent) in the last five years

(iv) Both the examiners should not come from the same institution

(v) When appointing external examiners, the Faculty is required to submit the CV of the proposed examiners, including five most recent and relevant publications, preferably in reputable journals

(vi) Collaborators/former supervisors/family member of the supervisors/candidate shall not be appointed as the external examiner

The following criteria shall be taken into account in appointing the internal and external examiners:

[1]The Faculty is required to submit the curriculum vitae of the proposed examiners, including five most recent and relevant publications, preferably in reputable journals.
[2]The information on the research area of the internal examiner must be stated in the submission of dissertation title and examiners to the BOP.

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

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

The equivalency between academia and research is as follows:

Academia	**Research**
Lecturer	Member of the technical staff with more than 3 years of research experience

Amended by Special Senate No. 64, 1 September 2010

12.6 Dissertation Preparation (Structure B)

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

12.7 Dissertation Submission (Structure B)

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

The candidate must submit ONE digital copy (in a CD-R) of dissertation with the following number of comb-binded copies of his dissertation to the Faculty for examination.

Programme	**Doctoral**
Number of comb-binded copies of dissertation	5

12.8 Dissertation Examination (Structure B)

12.8.1 Membership of Board of Examiners

The membership of BOE is as follows:

Membership of BOE	Note
1) Chairman: Dean of Faculty or his representative from the Faculty PGC Committee; 2) One External Examiner (or report in lieu); 3) One Internal Examiner; and 4) One Faculty PGC representative. Secretary: Assistant Manager/Manager of Faculty	The Supervisor of the candidate shall be invited to attend the BOE meeting.

Amended by Senate No. 154, 31 May 2012

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

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

12.8.2 Responsibilities of Board of Examiners

Amended by Senate No. 142, 4 June 2010

1. The BOE shall conduct a viva voce for the candidate.

2. The Board shall examine the candidate's depth of knowledge on the topic of his research.

3. After the viva voce, the Board shall deliberate on the performance of the candidate and the standard achieved in his dissertation, and make a consensus decision. If no consensus is achieved, the item will have to be brought to Senate with a detailed report. The minutes of the BOE will have to be presented as well.

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

4. All members of the Board of Examiners, including the Chairman, are full members with additional roles as follows:

   (i) Chairman
   - To guide the Board to reach a consensus decision.
   - To ensure the dissertation reaches the required standard.
   - To ensure the viva is conducted in a proper manner.

   (ii) Dean of Faculty/Deputy Dean (Academic or PGC)
   - To ensure that the Faculty's standards are maintained.

5. The Dean/Deputy Dean of Faculty (Faculty representative) shall present the external examiners' report in their absence.

6. The Supervisor shall take note of the amendments required by the BOE. In the event that the Supervisor is away from MMU, the Dean of Faculty shall appoint a nominal Supervisor and to be approved by VP (AIR). After the BOE, the Supervisor (or the nominal Supervisor) can immediately discuss with the candidate to make all the

Amended by Special Senate No. 63, 2 July 2010

changes and send it for checking by either the Internal/External Examiner as required by BOE. The checking can be done and the bound dissertation submitted even before the official report comes out. Candidates/supervisors may submit the dissertation without the official report.

12.8.3 Viva-Voce

Reworded for clarity (September 2010)

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

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

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

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

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

12.8.4 Decision

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

- Pass

The candidate will be awarded a degree.

- Pass with Minor Revision

The candidate will be awarded a degree, subject to completing the corrections within three (3) months after the defence.

- Pass with Major Revision

The candidate is required to make major alterations to his/her dissertation and resubmit the work for another assessment by the examiners within six (6) months after the defence, but a second viva is not required.

- Reschedule examination (Re-viva)

The candidate is required to make major alterations to his/her dissertation and resubmit the work for another assessment by the examiners within twelve (12) months after the defence.

- Fail

The candidate has failed. The candidate will be informed of the improvements/amendments through their supervisor for decisions.

12.8.5 Appeal on BOE Decision

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

12.9 Project Examination (Structure C)

12.9.1 Decision

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

12.10 Amendments and Submission of Dissertation/Project

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

A candidate is required to submit an electronic copy to the Faculty within the stipulated time.

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

12.10.1 Dissertation Amendments

A candidate is to make the amendments according to the feedback during viva and based on the Internal and External reports. The revised copy of the corrected dissertation should be

submitted to Supervisor (for minor corrections) and to the Internal Examiner (for major corrections) within the duration given by BOE, for final acceptance of amendments.

Upon final acceptance by Supervisor and Internal Examiner (if required), the candidate is required to prepare the bind copies of the dissertation. Candidate will submit three bound copies and a soft-copy of dissertation along with the Turnitin report to the faculty within two (2) weeks. The faculty will submit the name of student to be endorsed by Senate for graduation

In the event that candidate fails to submit the corrected dissertation to the faculty office 2 weeks before the submission deadline, the faculty shall send reminder through email to the student. The student is deemed failed if he/she did not submit the corrected dissertation.

If the student requests more time to do the correction, he/she can appeal for one (1) month extension to the Dean of the faculty. The faculty will inform BOE members about extension. If the student fails to submit the corrected dissertation after the one (1) month extension granted by the Dean of faculty, the student may appeal to senate for approval to obtain further extension and to accept the final dissertation submission through faculty and BOP.

12.10.2 Project Amendments

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

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

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

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

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

12.11 GRADUATION

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

12.11.1 Requirements for Conferment of Degree

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

1. passes all courses as required by the prorgamme, dissertation/project and achieves a minimum CGPA of 3.00 for the programme; and

2. fulfills all the requirements of the University Regulation and pays all the dues outstanding to the University.

Section THIRTEEN – Termination and Appeal

13.1 Termination

The candidature shall be terminated if:

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

Amended by Senate No. 150, 14 October 2011

13.2 Appeal

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

Amended by Senate No. 141, 1 April 2011

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

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

Section FOURTEEN – Others

14.1 Faculty Facilities

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

14.2 Grievance Procedure

Candidates who have any grievance relating to their postgraduate study should raise it in the first instance with their Supervisor. If the matter is not resolved to their satisfaction, they should take the matter up to the Dean of Faculty. As a final resort, 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 shall be taken against the candidate by the relevant authority of the University.