



جامعة السلطان الشريف علي الإسلامية  
UNIVERSITI ISLAM SULTAN SHARIF ALI  
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

# ACADEMIC REGULATION for GRADUATE STUDIES

**Regulations of Universiti Islam Sultan Sharif Ali  
Graduate Studies Academic Regulations 2015  
(Revised, April 2019)  
(Revised, October 2021)**

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## FOREWORD

بسم الله الرحمن الرحيم

إن الحمد لله، نحمده ونستعينه ونستغفره ونعوذ بالله من شرور أنفسنا ومن سيئات أعمالنا، من يهده الله فلا مضل له ومن يضلل فلا هادي له، وأشهد أن لا إله إلا الله وحده لا شريك له، وأشهد أن محمدا عبده ورسوله. أما بعد،

Alhamdulillah, for the grace and consent of Allah Subhanahu wa Ta'ala in the successful publication of the new version of this Academic Regulations for Graduate Studies.

In conjunction with the publication, I would like to take this opportunity to extend a warm welcome and express my heartiest congratulations to all the students for being selected to study at UNISSA.

Studying at UNISSA is the right step towards acquiring knowledge that brings success in this world and in the hereafter. With help from Allah, UNISSA strives to groom its students to be a generation that is knowledgeable, skillful and noble, in accordance with the notion of Negara Zikir (Zikir Nation) Vision 2035.

This is a reviewed version of the Academic Regulations for Graduate Studies that is meant to serve as a guide and reference in academic matters for all graduate students throughout their study at UNISSA. Indeed, students' commitment to their studies encompasses observance of academic regulations, as this can generate credible and successful students.

It is my hope that this Academic Regulations will be used by the staff as well as the students of UNISSA to ensure that all academic matters are systematic and transparent.

To end, I am pleased to extend my sincere appreciation to everyone involved in this endeavour for their valuable contribution of ideas, time and efforts towards the preparation and publication of this Academic Regulations. May Allah the Almighty reward you handsomely for your efforts. Amin Yaa Rabb al 'Alamin

**DR HAJI NORARFAN BIN HAJI ZAINAL**

Rector

Universiti Islam Sultan Sharif Ali

**REGULATIONS OF UNIVERSITI ISLAM SULTAN SHARIF ALI GRADUATE STUDIES  
ACADEMIC REGULATIONS 2015, 1<sup>ST</sup> AMENDMENT**

Pursuant to the powers vested in Section 31 of the Constitution of Universiti Islam Sultan Sharif Ali (UNISSA) the Council hereby makes the following rules and regulations.

**1. CITATION AND COMMENCEMENT**

- 1.1. These Regulations may be cited as The Regulations for Graduate Studies 2015 (Revised 2019, 2021) and will be referred to as the “Regulations”, and shall commence on the day assigned by the Senate.
- 1.2. The Regulations shall be applicable to all students enrolled in a programme conferring a Graduate Diploma, Master, Doctor of Philosophy (PhD) or any other Doctoral Degree.
- 1.3. The Regulations shall be read in conjunction with the rules for each particular programme.

**2. INTERPRETATION**

- 2.1 For the purpose of these Regulations, unless otherwise provided, the following expressions shall have the following meanings:

“**ABS**” means a valid absence;

“**Add Course**” means add a course to a list of registered courses for a particular semester;

“**Audit Course (AU)**” means an additional course for which no assessment is made nor grade is awarded;

“**BAR**” means a status given to a student who is not allowed to sit for the final examination of a course;

“**BoE**” means Board of Examiners;

“**Centre**” means a Centre or an institution established under section 18(1) of UNISSA Constitution;

“**Constitution**” means the Constitution of UNISSA;

“**Credit Hours**” means workload in the form of hour unit given to a course.

“**Coursework**” means the study whereby the students are required to undertake stipulated courses within stipulated time periods in fulfilment of the requirements for the award of the degree pursued;

**“Credit Transfer”** means a procedure of transferring credit acquired by a student for a course that is recognised by the University as equivalent and counted as fulfilling the requirements of the programme;

**“Dean”** means the Dean of a Faculty or Head of an institution established under section 19 of the Constitution;

**“Deferment of Examination (Def)”** means a grade given to a student who has been allowed to defer the examination;

**“Deferment of Registration”** means permission to defer registration to another semester;

**“Deferment of Study”** means permission granted to defer studies;

**“Director”** means the Director of a Centre established under section 19 of the Constitution;

**“Dissertation”** means the original document on research prepared by students enrolling Graduate Studies Programme by Coursework and Dissertation;

**“Drop Course”** means a student drops a particular course from a list of registered courses in a particular semester;

**“External Examiner”** means a member of an academic institution or a qualified individual from outside the University appointed by the Director of the Centre for Graduate Studies on the recommendation of the Dean of Faculty/ Director of Centre and the Graduate Studies Committee (GSC) with the approval of the Senate to examine a dissertation or thesis;

**“Faculty”** means a Faculty or a Centre established under section 18(1) of the Constitution;

**“Faculty Board”** means a board consists of the Dean/Director, Deputy Dean/Deputy Director, academic staff and Assistant Registrar of the faculty/ centre;

**“Final Examination”** means examination conducted at the end of every semester;

**“Graduate Studies Programme”** means the graduate academic programmes offered by the University;

**“GP”** means Grade Point used to indicate grade level achievement in a course;

**“GPA”** means Grade Point Average which is the total grade point average acquired that is accumulated from all registered courses for each semester;

**“Grade”** means an alphabetic letter used to indicate students’ achievement in a course;

**“GSC”** means the Graduate Studies Committee at the University level;

**“Incomplete Grade (IG)”** means a grade given to a student who has not completed any of the requirements of a particular course due to a reasonable and valid reason;

**“Internal Examiner”** means a member of the University’s academic staff appointed by the Director of the Centre for Graduate Studies (CGS) on the recommendation of the Dean of Faculty/ Director of Centre and GSC with the approval of the Senate to examine a dissertation or thesis;

**“In progress (IP)”** means a grade given to a course/ project/ dissertation/ thesis which may take more than one semester to complete;

**“IVA”** means invalid absence for a student who was absent from final examination for a registered course in a semester without presenting any valid reasons;

**“Leave of Absence”** means temporary postponement of study;

**“Oral Examination Committee”** means the committee established under these Regulations to examine the thesis of a student;

**“Post Board of Examiners (BoE)/Post Viva Voce Supervisor”** means one who is appointed by BoE to supervise the student in doing the corrections and amendments recommended by the BoE.

**“Pre-requisite”** means a course that a student is required to take to fulfil the requirements for admission in a programme;

**“Registrar”** means University Registrar;

**“Senate”** means the Senate of UNISSA;

**“Supervisor”** and **“Co-Supervisor”** mean academic members of the University appointed by the Director of CGS on the recommendation of the Dean of Faculty/Director of Centre and approval of the GSC and endorsed by the Senate to supervise the work of students and oversee their performance throughout the period of study;

**“Thesis”** means the original document on research done by the students enrolling Graduate Studies Programme by Research only.

**“Transcript”** means a document containing a list of examination results issued to a student after completion of his/her studies;

**“University”** means the Universiti Islam Sultan Sharif Ali or UNISSA;

2.2 Any other interpretation of terms in these regulations is to be made by UNISSA only.

### 3. ADMISSION REQUIREMENTS

3.1. Applicants wishing to apply for admission to the Graduate Studies shall have the academic qualification and fulfil the following requirements:

3.1.1. Graduate Diploma

- a) The Primary School Religious Examination certificate;
- b) A degree in Shariah or Law (LLB) from any university or institution recognised by the Senate; or
- c) Other first degree qualifications recognised by the Senate with work experience as a legal practitioner or in related areas for at least three (3) years, and has been recommended by the Head of Department where the applicant is working, may be considered.
- d) Applicants who had fulfilled the entry requirements may have to sit and pass an admission test.

3.1.2. Master Programme

- a) A Bachelor Degree with Honours in a related discipline with a Second Class Lower (with CGPA at least 2.66) or its equivalence from any institution recognised by the Senate; or
- b) A Bachelor Degree without Honours, provided that the applicant has three (3) years of relevant professional experience recognised by the Senate; and
- c) Fulfil any other special requirements from the faculty concerned.

3.1.3. PhD and any other Doctoral Programme

- a) A Master Degree from UNISSA or other institutions recognised by the Senate; or
- b) Other qualifications equivalent to a Master Degree with relevant professional experience recognised by the Senate; or
- c) Currently enrolled in a Master Programme at UNISSA and recommended by the faculty and approved by the GSC to pursue study at PhD or any other Doctoral Degree Programme with the Senate's endorsement; or
- d) A Bachelor Degree with First Class Honours from UNISSA or other institutions recognised by the Senate fulfilling any other special requirements from the Faculty/ Centre concerned.

#### **4. APPLICATION FOR ADMISSION**

- 4.1. Application for admission shall be made in the prescribed Application Form and to be submitted to the CGS.
- 4.2. All applications will be reviewed and endorsed by the respective Faculty/Centre Admission Committee and approved by the University Admission Committee.
- 4.3. Application for admission is open throughout the year and only successful applicants will be notified.
- 4.4. Application for a programme by research shall be accompanied by a research proposal which includes, inter alia, the introduction, problem statement, research questions; objectives, literature review, significance of the research, methodology, chapterisation, references, research framework and gantt chart. The research proposal should be approximately 1,000-1,500 words in length.

#### **5. REGISTRATION AND FEES**

- 5.1. The intake and registration of new students shall be as follows:
  - 5.1.1. A candidate, who has been accepted into a programme, must register as a student of the University and pay the prescribed fees. He/she must also renew his/her registration as a student and pay the fees within the first two (2) weeks of each semester.
  - 5.1.2. A candidate who fails to register within the first two (2) weeks of the semester, without a written consent to defer his/her studies under Regulation 10 and Regulation 11, will be suspended for that particular semester and that semester will be counted in the stipulated study period.
  - 5.1.3. A suspended student may appeal against suspension decision before the tenth (10<sup>th</sup>) week of that particular semester. If the appeal is approved, he/she may be allowed to register with the payment of late registration fee of BND25.00.
  - 5.1.4. If a suspended student fails to register for the next semester within the stipulated period of registration, he/she will be assumed to have withdrawn from study and shall be terminated from his/her programme and / or the University. Any termination under this regulation will be subject to Regulation 12.6.
  - 5.1.5. Registration of courses in each semester must follow the programme structure as determined by the Senate. Any reduction or increase in the

credit hours shall be approved by the Dean of the Faculty/ Director of Centre concerned.

5.1.6. A candidate must pay his/her tuition fees before registering for his/her courses. Failure to do so will result in his/her registration being suspended.

5.1.7. A candidate who is undertaking research must submit progress report at the end of each semester in order to be allowed to register for the next semester.

5.1.8. Termination of candidature through Regulation 5.1.4 will be reviewed and recommended by the Dean of the respective Faculty and approved by the Senate.

## 5.2. Types of registration

5.2.1. A candidate must register either as a full-time or part-time student starting from the date of the first registration.

5.2.2. A candidate may apply to change the mode of his/her registration from full-time to part-time or vice-versa once during the entire period of his/her candidature, subject to a written explanation and approval of the Registrar.

5.2.3. The application under the Regulation 5.2.2 must reach the Registrar's office at least two (2) months before the start of the final semester of his/her candidature.

## 5.3. Deferment of registration

5.3.1. A candidate who has been accepted into a programme of study but has not registered may opt to defer his/her study programme by sending in a written application to the Registrar through the Director of CGS within four (4) weeks from the registration date. The period of deferment may not be less than one (1) semester and not more than two (2) semesters.

## 6. MODE OF STUDY

6.1. A candidate may choose one of the following study types (subject to the types of study offered);

6.1.1. By Coursework only; or

6.1.2. By Coursework and Dissertation; or

6.1.3. By Research only.

- 6.2. Programmes that include coursework will be offered if there are at least five (5) candidates registered for that programme.
- 6.3. To be conferred with a degree, a candidate must obtain the following requirements:
  - 6.3.1. For programmes by coursework only and programmes by coursework and dissertation, a candidate must obtain the following number of credit hours:
    - a) 36 credit hours for Graduate Diploma;
    - b) 40 credit hours for Master by Coursework only
    - c) 40 credit hours for Master by Coursework and Dissertation.
  - 6.3.2. For programmes by research only, there is no given credit value. A candidate must successfully complete his/her thesis, pass all relevant examinations and fulfil all graduation requirements.

## **7. PROBATIONARY CANDIDATURE**

- 7.1. A candidate under the Graduate Programme by Research will be assigned a probationary status for the first six (6) months of his/her candidature where he/she is required to submit a research proposal to the satisfaction of the faculty/ centre.
- 7.2. The Dean/Director of Faculty/Centre shall appoint a Qualifying Test Committee not later than two (2) months after the candidate's registration.
- 7.3. A candidate under Regulation 7.1 is required to sit a qualifying test to defend his/her Research Proposal not later than two (2) weeks after the appointment of Qualifying Test Committee.
- 7.4. The Qualifying Test Committee shall be appointed from qualified individuals by the Dean/Director of Faculty/Centre based on the expertise as follows:
  - 7.4.1. Dean/Director of the respective Faculty/Centre or representative as the Chairman; and
  - 7.4.2. At least two (2) academic members of the Faculty/Centre; and
  - 7.4.3. The Assistant Registrar of the respective Faculty/Centre as Secretary.
- 7.5. The Committee shall announce the result of the defence to the candidate within the same day of the Qualifying Test.
- 7.6. The result of the Qualifying Test shall be one of the followings:
  - 7.6.1. Accepted and recommended for candidacy; or
  - 7.6.2. Accepted subject to minor corrections; or

- 7.6.3. Accepted subject to major corrections; or
- 7.6.4. Submission of a new proposal and repeating the Qualifying Test.
- 7.7. The decision of the Committee shall be final.
- 7.8. If the acceptance is subject to minor corrections, the candidate will be allowed not more than one (1) month to resubmit the proposal.
- 7.9. If the acceptance is subject to major corrections, the candidate will be allowed not more than three (3) months to resubmit the proposal.
- 7.10. The candidate failure to submit a satisfactory research proposal within the six (6) months period, will result in his/her candidature being terminated.

## 8. DURATION OF STUDY

- 8.1. Study duration is subject to the followings:

Programme	Period of Study (Months)		Mode of Study
	Minimum	Maximum	
Graduate Diploma	12	24	Full Time
Master Degree by Coursework only	12	24	
Master Degree by Coursework & Dissertation	18	36	
Master Degree by Research	12	36	
PhD and any other Doctoral Degree	24	60	
Graduate Diploma	24	48	Part Time
Master Degree by Coursework only	18	48	
Master Degree by Coursework & Dissertation	24	48	
Master Degree by Research	18	48	
PhD and any other Doctoral Degree	30	84	

- 8.2. A candidate who has reached the end of the maximum period of study will be deemed as failed and shall be terminated from the University.
- 8.3. In the case of an international candidate who has been terminated, the Department of Immigration and National Registration will be notified for the termination of Visa.

## **9. CHANGE OF PROGRAMME**

- 9.1. Application for change of programme is only allowed once throughout candidature period, for valid reasons and with the approval from relevant Dean/Director.
- 9.2. Application for change of programme is allowed only within the first year of study period.
- 9.3. Candidates who have been ordered to transfer to another programme by the University are allowed to re-apply for change of programme.
- 9.4. A processing fee of BND25.00 is charged for application of change of programme and must be paid upon submitting the application.
- 9.5. The application is to be submitted to the Registrar through the Dean/Director.
- 9.6. Candidates can apply for credit transfer subject to approval from GSMC.

## **10. DEFERMENT OF STUDY**

- 10.1. A candidate may apply to defer his/her study for a valid reason.
- 10.2. The deferment of study is subject to the approval of the Senate with the recommendation from GSC.
- 10.3. Deferment of study may be allowed for a period of not more than two (2) semesters consecutively.
- 10.4. The period of deferment will not be considered as part of the maximum period of study.
- 10.5. A candidate whose deferment of study has been approved shall not be considered as a registered university student, and shall not be eligible to use any facilities provided by the University.
- 10.6. In the case of an international student who has deferred his/her study, the Department of Immigration and National Registration will be notified for the cancellation of Visa.
- 10.7. Application for deferment of study must be made to the Director of CGS through the Dean/Director of the respective Faculty/Centre.

## **11. LEAVE OF ABSENCE**

- 11.1. Notwithstanding Regulation 10, the Senate may, on the recommendation of the Faculty Board, grant leave of absence to a student on the following grounds:
  - 11.1.1. On medical grounds supported by a medical report issued by a registered medical practitioner; or
  - 11.1.2. On compassionate grounds subject to the following conditions:
    - a) The total period of leave of absence granted under this regulation must not exceed 12 months, which shall not be counted as part of the maximum period of candidature; and
    - b) Where leave of absence has been granted on medical grounds, the candidate must be certified medically fit by a registered medical practitioner before being allowed to resume his/her studies.
- 11.2. Where a candidate continues to be absent from his/her studies beyond the approved period of absence, the period of such absence shall be counted as part of the prescribed maximum period of candidature.

## **12. WITHDRAWAL OF CANDIDATURE**

- 12.1. Candidates wishing to withdraw from the programme may inform the Registrar through the Director of CGS in writing stating the reason(s) for his/her withdrawal.
- 12.2. The notice of withdrawal may be submitted at any time of the study period.
- 12.3. Notice of withdrawal from the programme shall be accompanied by a properly executed University's Clearance Form.
- 12.4. All rights and privileges as a student of the University shall be ceased once the notice of withdrawal from the programme is granted.
- 12.5. In the case of an international candidate who has been withdrawn, the Department of Immigration and National Registration will be notified for the termination of Visa.
- 12.6. A student who has withdrawn from study for any reason, including for being offered a job from government or private sector, shall repay all the allowances that he/she has received.
- 12.7. A student who has withdrawn from study due to a reasonable reason accepted by the University or due to health condition verified by a medical officer from government hospital/clinic is exempted from repaying the allowance received.

- 12.8. Withdrawn candidates may re-apply for admission to the University by submitting a new application after one (1) year of withdrawal.

### **13. COURSE COMPONENT**

#### 13.1. Required Course

- 13.1.1. Candidates must pass all Required Courses with at least a grade (C+) for Master Programme and (C-) for Graduate Diploma. If a candidate fails, he/she is required to repeat the failed course as stated in paragraph 19.6.4 in this Regulation.

#### 13.2. Optional Course

- 13.2.1. The credit hours of optional course will count towards registration and calculation of GPA and CGPA. Candidates can choose from any offered optional courses.
- 13.2.2. If a candidate fails in an optional course, he/she may repeat the same course or change it with another offered optional course and must pass it within the stipulated period of candidature set by the University.

#### 13.3. Audit course

- 13.3.1. A candidate may be required to sit in any course as an audit. A course taken as an audit will not be counted to determine the GPA and generally will not be counted to fulfil the requirements to obtain a degree except if provided otherwise. A candidate who enrolls in an audit course is required to abide by the rules and regulations concerning class attendance as stated in Regulation 14.2. The credits for the course are not counted in determining the coursework load for the semester.

### **14. WORKLOAD**

#### 14.1. Credit Hours

- 14.1.1. Usually, one (1) credit hour of lecture or tutorial is equivalent to one (1) hour of contact hours per week.
- 14.1.2. The workload, in every semester, for a candidate who enrolled in a programme is as follows:

<b>Mode of Study</b>	<b>Credit Hours</b>
Full Time	8 – 22
Part Time	4 – 12

#### 14.2. Attendance requirement

- 14.2.1. A candidate is required to attend all lectures/tutorials/seminars for all the registered courses.
- 14.2.2. A candidate who has less than 80% attendance (with more than 20% absence for IVA), or less than 70% (with more than 30% absence for ABS) for any course(s), will not be allowed to sit for the examination for such course(s), and shall be deemed to have failed and given an F Grade for the course(s).

#### 14.3. Credit hours transfer

- 14.3.1. A candidate who has taken graduate course(s) at other universities recognised by the Senate may apply to transfer the credits obtained for the course(s) which are the same and equivalent to the course(s) currently taken.
- 14.3.2. The grade obtained in the course(s) must be at least Grade B or marks of not less than 70%.
- 14.3.3. The course(s) was taken not more than three (3) years from the date of registration to the University.
- 14.3.4. The maximum total credit hours which may be transferred is 16 credit hours.
- 14.3.5. Application must be made to the Director of CGS through the Dean/Director of respective Faculty/Centre.

#### 14.4. Add and drop course(s)

- 14.4.1. The period for adding courses is within the first two (2) weeks of the start of each semester.
- 14.4.2. The period for dropping courses is within the first four (4) weeks of the start of each semester.
- 14.4.3. Notwithstanding Regulation 14.4.1, 14.4.2, the minimum and maximum credit hours of registered course(s) should be as stipulated in Regulation 14.1.2.

- 14.4.4. Such application must be submitted to the Director of CGS through the Dean/Director of respective Faculty/Centre.
- 14.5. Withdrawal of registered course(s)
- 14.5.1. A candidate may apply for withdrawal from the registered course(s) after the drop period.
- 14.5.2. Applications for the withdrawal of course(s) may be made after the last day of drop period but not later than the end of the tenth (10<sup>th</sup>) week of the semester.
- 14.5.3. Application must be submitted to the Director of CGS through the lecturer-in-charge of the course and the Dean/Director of respective Faculty/Centre.
- 14.5.4. Once the withdrawal is approved, the course(s) in which the student has enrolled will be dropped from the enrolment. However, the withdrawal will be recorded in the academic transcript as Grade “WDN”.
- 14.5.5. A candidate who has withdrawn from a course is deemed to have not earned credits in that course, and must make a new enrolment in the semester that follows and fulfil all the requirements of the course including the attendance, assessments, etc.
- 14.5.6. A processing fee of BND 25.00 is charged for each withdrawn course.

## 15. DISSERTATION / THESIS

- 15.1. A student cannot submit research which has already been submitted to UNISSA or any other institution.
- 15.2. Subject to approval of the supervisor and Dean/Director of the respective faculty/centre, a student may publish papers related to his/her research during the period of study on condition that the papers must contain appropriate acknowledgement to the University.
- 15.3. The total number of words in a thesis, dissertation or project should be as follows:

Programme	Minimum and maximum number of words
Doctoral thesis	60.000 – 100.000
Master (by Research)	40.000 – 60.000
Master (by Coursework & Dissertation)	20.000 – 40.000
Graduate Diploma	10.000 – 20.000

- 15.4. The total number of words does not include footnotes, appendices, formulae, charts and the like.
- 15.5. A candidate who wants to be exempted from the required word length must obtain permission from the CGS. He/She must apply for such exemption through the supervisor and the respective Faculty/ Centre at least three (3) months before submitting the dissertation or thesis for examination.
- 15.6. Subject to the provisions of each individual programme, a dissertation or thesis may be written in Arabic / English / Malay as agreed upon by the Faculty/ Centre in accordance with each field of study. The abstract of the dissertation or thesis must be written in Arabic, English and Malay and must not exceed 500 words.
- 15.7. Regulations concerning preparation of dissertation or thesis as contained in the UNISSA's Dissertation & Thesis Writing Guidelines must be adhered to.
- 15.8. A candidate may submit his/her dissertation or thesis for examination upon completing the minimum duration of his/her candidature.
- 15.9. A candidate submitting a dissertation or a thesis for examination must:
  - 15.9.1. Notify the Director of CGS by an application three (3) months before the submission;
  - 15.9.2. Obtain prior written approval from the supervisor and the respective Faculty/ Centre using the relevant form;
  - 15.9.3. Settle the due fees;
  - 15.9.4. Fulfil all requirements prescribed by the University.
- 15.10. The number of copies submitted to the CGS for examination is as follows:
  - 15.10.1. PhD thesis: five (5) copies.
  - 15.10.2. Master thesis/ dissertation: three (3) copies.
- 15.11. A candidate who has passed the examination must submit five (5) final copies in hardbound cover and a softcopy in a CD to the CGS.
- 15.12. A dissertation or thesis may be published by the University upon obtaining recommendation from the examiner(s) and approval of the Board of Examination (BoE).

## **16. SUPERVISION**

- 16.1. A student enrolled in the Graduate Studies Programme shall be assigned a supervisor; a supervisor and a co-supervisor; or a supervisory committee as approved by the Senate.
- 16.2. Appointment of supervisor, co-supervisor and supervisory committee:
  - 16.2.1. PhD and any other Doctoral dissertation or thesis:
    - a) A supervisor should be at least an Associate Professor; or
    - b) Senior Assistant Professor with co-supervisor(s); or
    - c) Under special circumstances, the faculty may recommend a supervisory committee.
  - 16.2.2. Master dissertation or thesis:
    - a) A supervisor should be at least a PhD holder; or
    - b) Under special circumstances, a supervisor may be appointed among senior lecturers with relevant academic experience.
- 16.3. When a co-supervisor is appointed, the supervisor shall undertake the supervisory duties and responsibilities.
- 16.4. If, for any reason, the said supervisor or co-supervisor(s) is incapable of carrying out his/her duties, then the Faculty/ Centre shall recommend to the Director of CGS to appoint another academic staff to carry out the duties for a period deemed necessary.
- 16.5. If necessary, a candidate may apply to replace the appointed supervisor or/and co-supervisor(s) with a supervisor or/and co-supervisor(s) of his/her own choice to the respective Faculty/ Centre for consideration and approval of the Senate, not later than two (2) semesters after the appointment was made.
- 16.6. Every candidate must submit a progress report on his/her work to the Director of CGS through the Faculty/ Centre at the end of each semester.
- 16.7. A candidate who enrolls in a study programme by research, must schedule meetings with his/her supervisor not less than 10 contact hours for a part-time student and 15 hours for a full-time student every semester.
- 16.8. Any student who neglects meeting his/her supervisor and shows unsatisfactory progress for two (2) consecutive semesters will be assumed as abandoning his/her study and shall be terminated for negligence.
- 16.9. Any student terminated under Regulation 16.8 shall be required to repay all the allowances that he/she has received.

## **17. APPOINTMENT OF EXAMINERS**

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- 17.1. The CGS shall, upon receiving the notice of intention to submit dissertation or thesis for examination, notify the Dean/ Director of the respective Faculty/ Centre to nominate a list of Internal and External Examiners.
- 17.2. The Director of CGS shall submit the names proposed by the respective Faculty/ Centre to the GSC for deliberation and recommendation, then to the Senate for approval.
- 17.3. The Registrar shall appoint, in writing, the External Examiner(s).
- 17.4. The Director of CGS shall appoint, in writing, the Internal Examiner(s).

## **18. DISSERTATION AND THESIS EXAMINATION**

- 18.1. The examination of a dissertation for Master Programme (by Coursework and Dissertation) is based on assessment by one (1) Internal Examiner without oral examination.
- 18.2. The examination of a thesis for Master Programme (by Research only) candidates must include:
  - 18.2.1. A thesis which will be assessed by at least one (1) Internal Examiner and one (1) External Examiner.
  - 18.2.2. An oral examination (Viva-Voce) for thesis defence before the Oral Examination Committee.
- 18.3. The examination of a dissertation for PhD and any other Doctoral Programme (by Coursework and Dissertation) candidates must include:
  - 18.3.1. A dissertation which will be assessed by at least one (1) Internal Examiner and two (2) External Examiners.
  - 18.3.2. An oral examination (Viva-Voce) for dissertation defence before the Oral Examination Committee.
- 18.4. The examination of a thesis for PhD and any other Doctoral Programme (by Research only) candidates must include:
  - 18.4.1. A thesis which will be assessed by at least one (1) Internal Examiner and two (2) External Examiners.
  - 18.4.2. An oral examination (Viva-Voce) for thesis defence before the Oral Examination Committee.
- 18.5. The Oral Examination Committee:

- 18.5.1. The Oral Examination Committee consists of:
    - a) Director of CGS or a representative as the Chairman;
    - b) External Examiner(s) if possible;
    - c) Internal Examiner;
    - d) Dean/ Director or representative from the relevant Faculty/ Centre; and
    - e) Supervisor (by invitation if needed)
  - 18.5.2. This Committee will consider the students' examination requirements and make one of the following decisions:
    - a) Accepted and recommended as pass without modifications or amendments;
    - b) Accepted and recommended as pass with minor modifications or amendments in which the amended dissertation or thesis has to be submitted within a period of not more than three (3) months;
    - c) Accepted and recommended as pass subject to major restructuring, revision, and/or major re-modification in which case the amended dissertation or thesis has to be submitted within a period of not less than three (3) months and not more than twelve (12) months, with or without re-viva voce;
    - d) The candidate fails and not to be awarded the Degree.
  - 18.6. There shall be a BoE for Graduate Studies Programme (by Research only) comprising of the followings:
    - 18.6.1. Assistant Rector as Chairperson;
    - 18.6.2. Director of CGS or a representative;
    - 18.6.3. Dean/ Director or a representative from the respective Faculty/ Centre;
    - 18.6.4. Internal Examiner(s);
    - 18.6.5. External Examiner(s) if present.
  - 18.7. There shall be a BoE for Graduate Studies Programme (by Coursework and Dissertation) comprising of:
    - 18.7.1. Director of CGS or a representative as Chairperson;
    - 18.7.2. Dean/Director or a representative from the respective Faculty/ Centre;
    - 18.7.3. Internal Examiner(s).
  - 18.8. The candidate is required to submit the final copies of his/her dissertation or thesis after making corrections or amendments (if any) within the period given by the BoE.
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- 18.9. The final copies of the dissertation or thesis must be verified by the Post BoE/Viva Voce Supervisor before submission.
- 18.10. The Senate, having considered the BoE recommendation, will endorse the award of the Master Degree or PhD Degree or other Doctoral Degree.
- 18.11. A candidate who has failed the dissertation or thesis examination shall not be readmitted to the programme.

## 19. COURSEWORK ASSESSMENT

- 19.1. The award of Grade Point (GP) for every semester is for coursework and any other forms of assessment carried out throughout the semester as well as the end of semester examination.
- 19.2. The Grade and GP for Graduate Diploma coursework will be awarded as follows:

Grades	Marks	Grade Points	Status
A	86 – 100	4.00	EXCELLENT
A-	80 – 85	3.70	
B	75 – 79	3.33	VERY GOOD
B-	70 – 74	3.00	
C+	65 – 69	2.70	GOOD
C	60 – 64	2.30	
C-	50 – 59	2.00	
D	45 – 49	1.70	FAIL
D-	40 – 44	1.00	
F	00 – 39	0.00	

- 19.3. The Grade and GP for Master Degree coursework will be awarded as follows:

Grades/Remarks	Marks	Grade Points	Status
A	90 – 100	4.00	Excellent
A-	80 – 89	3.67	
B+	75 – 79	3.33	Credit
B	70 – 74	3.00	
B-	65 – 69	2.67	Conditional Pass
C+	60 – 64	2.33	Conditional Pass
C	55 – 59	2.00	Fail
C-	50 – 54	1.67	

D	40 – 49	1.00	
F	0 – 39	0.00	
P/F	-	-	Pass/Fail (for a course bearing no grade)
IG	-	-	Incomplete Grade
AU	-	-	Audit
WDN	-	-	Withdrawn
IP	-	-	In Progress
Def	-	-	Examination Deferred
BAR	-	-	Barred from final examination

#### 19.4. Grades awarded without GP

- 19.4.1. A candidate who has taken a course which does not require a grade but only a pass or fail will be given P/F (Pass/Fail).
- 19.4.2. IG (Incomplete Grade) Grade will be given to a student who has not completed any of the requirements of a particular course due to a reasonable and valid reason(s). The student must complete the course requirements not later than two (2) weeks after the registration of the following semester to attain the complete evaluation and grade.
- 19.4.3. IP (In Progress) remark will be given to work, project, dissertation or thesis which is not given any GP value and takes more than one semester to complete. The credits for the work, project, dissertation or thesis will only be taken into account for the calculation of total credits for degree requirements.
- 19.4.4. AU (Audit) remark will be given to a candidate who has registered and attended a course but is not required to sit for the examination for the said course.
- 19.4.5. WDN (Withdrawn) remark will be given to a candidate who has withdrawn from a particular course after obtaining the permission from the respective Lecturer and Dean/Director of Faculty/ Centre within the prescribed period as mentioned in Regulation 14.5.
- 19.4.6. Def (Deferment of Examination) remark will be given to a candidate who has been allowed to defer the examination as prescribed in Regulation 25.

#### 19.5. Credit hours (CHrs), Grade Point Average (GPA) and (CGPA)

19.5.1. All required courses will be included in the calculation to fulfil the credit requirements. Audit, pre-requisite and withdrawn courses will not be included for credit calculation.

19.5.2. GPA and CGPA will be determined according to the following methods:

a) The GPA

Sum of course Credit Hours multiply by Grade Point divided by Registered Credit Hours in the semester.

Calculation for the GPA is as follows:

$$\text{GPA} = \frac{\text{Sum (Course CHrs X GP)}}{\text{RCHrs}}$$

b) The CGPA

Sum of Course Credit Hours multiply by Grade Point divided by Cumulative Registered Hours in all semesters.

Calculation for the CGPA is as follows:

$$\text{CGPA} = \frac{\text{Sum (Course CHrs X GP)}}{\text{CRCHrs}}$$

CHrs = Credit Hours assigned for the particular course

Grade Point = the point which is assigned to the grade the student has achieved (as allocated in the grade scheme)

RCHrs = Registered Credit Hours in the semester

CCHrs = Cumulative Credit Hours in all semesters (fail credit hours excluded)

CRCHrs = Cumulative Registered Credit Hours in all semesters (fail hours included)

19.6. Academic achievement level and terms to resume study

19.6.1. A candidate's achievement level will be determined according to CGPA of each semester as follows:

<b>CGPA</b>	<b>Achievement Level</b>	<b>Qualification to Continue Study</b>	<b>Qualification for Award of Degree</b>
> 3	Pass	Qualified	Qualified
< 3	Conditional Pass	Qualified	Unqualified
< 2.33	Failed and Dismissed	Unqualified	Unqualified

- 19.6.2. A candidate must achieve at least CGPA 3.00 for each semester. A candidate who obtains a CGPA less than 3.00 in a semester will be given probationary status in the following semester to improve his/her performance to at least CGPA 3.00. Failure to do so, the candidate will be dismissed from the programme and awarded Graduate Diploma, provided he/she has passed all courses.
- 19.6.3. A candidate who has registered for a course but is barred or absent from final examination will be considered as having failed and shall be given an F Grade.
- 19.6.4. A candidate shall repeat any course(s) that he has failed when it is next offered. A Course given C grade and below is still counted in determining GPA and CGPA until the student repeats and passes the course(s). For a repeated course, the grade obtained shall not be counted for the grade calculation. The repeated course will only be graded as a P or F. The student shall be considered as having completed the programme after having passed all the courses and the dissertation.
- 19.6.5. The examination result of a student who has attended lectures and taken the examination for a particular unregistered course will not be taken into account.

## **20. OWNERSHIP OF INTELLECTUAL PROPERTY OF DISSERTATION OR THESIS**

- 20.1. The University acknowledges the students' ownership of copyright to the dissertation or thesis being submitted. However, whenever the student submits the dissertation or thesis to fulfil the programme and graduation requirements, it shall be subject to the followings:
  - 20.1.1. If the dissertation or thesis contains intellectual property domains such as patent or trademark or copyright to the materials, ideas or other that the University deems beneficial, then the University shall have the right on the ownership of the dissertation or thesis.
  - 20.1.2. If the dissertation or thesis contains data, models or tangible or intangible output, then the student's copyright will only extend to the form of expression of the data, models or output in the document. Ownership of the research data, the data base, models or output shall remain the property of the University.

- 20.2. The physical document and/or device on which the students' authored work was recorded or stored or printed and submitted to the University such as the dissertation or thesis document, the examination scripts, term papers, project works, models, drawings, case studies, CDs, DVDs, tapes, etc., will become the property of the University unless returned to the student by the University and the University owns the rights to utilise them as it deems fit and proper.
- 20.3. The ownership of the intellectual property also extends to the policy document on intellectual property officially approved by the University.

## **21. RESEARCH MISCONDUCT**

- 21.1. Research misconduct is an act against research ethics such as plagiarism, fabrication or falsification in producing and writing dissertation or thesis, project report, paper work and research findings in part or in full as follows:
  - 21.1.1. Plagiarism means the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another, including of other students. Plagiarism (without adequate acknowledgement of others' ideas) shall be considered as academically fraudulent and offensive act.
  - 21.1.2. Fabrication is an act of creating data, recording or reporting data / results which do not exist.
  - 21.1.3. Falsification is an act of manipulating the research findings or process or altering or removing the data results in order that the research findings do not reflect the actual results.
- 21.2. If a student has been found to have committed any research misconduct, the matter shall be reported to the Rector who shall set up an Ad-Hoc Committee to enquire into and investigate the matter. The Ad-Hoc Committee shall comprise of:
  - 21.2.1. Assistant Rector as the Chairman;
  - 21.2.2. Director of CGS;
  - 21.2.3. Dean/ Director of respective Faculty/ Centre;
  - 21.2.4. Dean of Students' Affairs; and
  - 21.2.5. Registrar or his/her representative as Secretary.

- 21.3. The Ad-Hoc Committee shall allow the student to be heard and for him/her to put forward his/her explanation in writing. On completion of the inquiry, the Committee shall submit its report to BoE.
- 21.4. Any student found guilty of research misconduct will be subjected to dismissal or in the case of graduates the degree conferred shall be revoked.

## **22. EXAMINATION MISCONDUCT**

- 22.1. A student is suspected of misconduct during examination if he/she is:
  - 22.1.1. Giving, receiving or possessing any information in electronic, printed or any other form relevant to the course during the examination inside and outside the examination hall; or
  - 22.1.2. Using the information stated above for the purpose of answering examination questions; or
  - 22.1.3. Cheating or attempting to cheat or behaving in a way deemed as cheating during examination; or
  - 22.1.4. Other misconduct set by the University.
- 22.2. If a student is found to have been committed any examination misconduct, the matter shall be reported to the Rector who shall set up an Ad-Hoc Committee to enquire into and investigate the matter. The Ad-Hoc Committee shall consist of:
  - 22.2.1. Assistant Rector as the Chairman;
  - 22.2.2. Director of CGS;
  - 22.2.3. Dean/ Director of respective Faculty/ Centre;
  - 22.2.4. Dean of Students' Affairs;
  - 22.2.5. The Chief Invigilator of the examination concerned; and
  - 22.2.6. Registrar or his/her representative as Secretary.
- 22.3. The University may invoke one or a combination of the following actions against the student who has been found guilty of examination misconduct:
  - 22.3.1. The student shall be given a warning in writing; or
  - 22.3.2. Failure in the course; and / or

- 22.3.3. Failure in the Semester and be required to repeat all the courses for that semester provided that this does not go beyond the maximum period of candidature permitted for his/her programme; and/ or
- 22.3.4. Failure in the Academic Year; and/ or
- 22.3.5. Termination from the University.

## **23.AWARD OF DEGREE**

- 23.1 A Master or PhD or other Doctorate Degree Programmes will be awarded to a student who:
  - 23.1.1 Has fulfilled all requirements of the Graduate Studies Rules and Regulations;
    - a) Passed all the required courses specified by the Faculty/ Centre that may include prerequisite courses;
    - b) Attained minimum CGPA of 3.00 for all the courses stipulated by the Faculty/ Centre;
    - c) Published or obtained an acceptance letter for publication at least one (1) article for Master Programmes (by Research) and at least two (2) articles for PhD Programmes (by Research) in a refereed journal;
    - d) Presented at least one (1) paper for Master Programmes (by Research) and at least two (2) papers for PhD Programmes (by Research) in a recognised conference or seminar.
  - 23.1.2 Has been recommended to be awarded the degree by the BoE/ UEB and approved by the Senate; and
  - 23.1.3 Has paid up all prescribed fees.

## **24.DEFERMENT OF EXAMINATION**

- 24.1. A student who is ill or is inconvenienced in any way on acceptable compassionate grounds during the end of semester examination is allowed to apply to the Registrar for deferment of the examination. The application must be made within two (2) working days after the examination is held.
- 24.2. An application to defer taking the examination on medical reasons must be enclosed with a certification by a registered medical practitioner.
- 24.3. An application to defer taking the examination on compassionate grounds may be considered by the Registrar.

24.4. A special examination will be arranged accordingly.

## **25. APPEAL AGAINST EXAMINATION RESULTS**

### **25.1 Appeal to review examination results**

- 25.1.1 A student may appeal in writing to the Registrar to have the examination scripts of one (1) or more courses reviewed provided that the appeal reaches the Registrar within seven (7) working days from the date of release of the official results by the University Examinations Board. The appeal shall state clearly the script(s) for which a review is sought and the reason(s) for the appeal.
- 25.1.2 A fee of BND50.00 shall be charged for reassessment of one (1) course. The fee shall be payable upon submission of appeal and is non-refundable.
- 25.1.3 After an appeal is received, the Registrar will refer the matter to the respective Dean/ Director of Faculty/ Centre and make a copy to the Director of CGS. The Dean/ Director will appoint another examiner(s) to re-examine and re-mark the course examination script(s).
- 25.1.4 The recommendation by examiner(s) must be forwarded to the respective Faculty/ Centre for consideration not later than four (4) working days. The Faculty/ Centre decision regarding re-examination of the course(s) must be forwarded to the Director of CGS to be discussed at UEB (Graduate Studies) for final decision before it is released to the student concerned.
- 25.1.5 The decision of UEB (Graduate Studies) in respect of any appeal is final. No appeal shall be allowed.

### **25.2 Appeal to resume the study**

- 25.2.1 A student who is dismissed from his programme due to failure to fulfil the requirements of the programme may appeal to resume his/her study.
- 25.2.2 Appeal must be made to the Registrar within four (4) weeks from the date stated in the dismissal letter. Any appeal received after the stipulated period will not be entertained.
- 25.2.3 When receiving an appeal, the Registrar shall forward the matter to the Director of CGS who will refer it to the respective Dean/ Director of Faculty/ Centre. The Dean/Director shall instruct the Faculty/ Centre Graduate Committee to consider the matter.

- 25.2.4 The Faculty/Centre Graduate Committee has the authority to:
- a) Make decision regarding all appeals under consideration;
  - b) Allow or reject an appeal; and
  - c) Submit its decision to the Faculty/ Centre Board for endorsement.
- 25.2.5 Endorsement made by the Faculty/ Centre Board shall be submitted to the Senate for approval through the Director of CGS.
- 25.2.6 The decision of the Senate in respect of any appeal is final. No appeal shall be allowed.

## **26. TERMINATION OF CANDIDATURE**

- 26.1 The Senate has the right to approve the termination of the candidature of a student where he/she is found to have committed any of the following acts:
- 26.1.1 Violation of the Constitution, Order, Statutes, and Rules and Regulations of the University;
  - 26.1.2 Found guilty based on the laws of this country;
  - 26.1.3 Unsatisfactory progress report for two (2) consecutive semesters;
  - 26.1.4 Getting in contact with the Internal and External Examiners to solicit the result of his/her dissertation or thesis examination;
  - 26.1.5 Failure to register in two (2) consecutive semesters;
  - 26.1.6 Unable to complete study within the specified period;
  - 26.1.7 Failing in the academic status stipulated in this Regulations;
  - 26.1.8 Obtaining two (2) consecutive conditional pass;
  - 26.1.9 Found guilty of any cause for disciplinary action that results in dismissal from the University;
  - 26.1.10 Provided false or misguided information in the credentials during application for admission; and
  - 26.1.11 Any other reasons deemed as appropriate by the Senate.
- 26.2 International students who have been dismissed or terminated shall be referred to the Immigration Department for termination of student visa.

## **27. MISCELLANEOUS**

- 27.1 The Senate may allow any exceptions deemed appropriate to the requirements of these Rules and Regulations.
- 27.2 The Senate reserves the right to amend the Rules and Regulations as and when necessary.
- 27.3 The Senate may exempt the enforcement of any part of these Regulations as it deems fit, proper and just.
- 27.4 These Regulations supersede the Regulations for Postgraduate Studies of 2011.
- 27.5 If there is any need to interpret these Regulations, it shall be submitted to the CGS.
- 27.6 The period in which candidature of a student is terminated shall not be considered as a suspension or deferment of the study duration.
- 27.7 Any student who has failed and his/her candidature has been terminated from any other university may only be given admission to UNISSA after three (3) years from such failure or termination.

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