

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**UNIVERSITY OF MALAYA CONSTITUTION 2010**

**UNIVERSITI MALAYA  
(DOCTORAL DEGREE) REGULATIONS 2024**

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**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
CONSTITUTION OF UNIVERSITY OF MALAYA 2010  
UNIVERSITI MALAYA  
(DOCTORAL DEGREE) REGULATIONS 2024**

In the exercise of the powers conferred by Rule 23 of the University of Malaya (Doctoral Degree) Rules 2024, the University of Malaya Senate makes the following regulations:

**PART I  
PRELIMINARY**

**1. Name, Commencement and Application**

- (1) These Regulations may be cited as the Universiti Malaya (Doctoral Degree) Regulations 2024 and come into force in the Academic Session 2024/2025.
- (2) These Regulations shall apply to all candidates of the Doctoral Degree programme admitted prior to and in the 2024/2025 Academic Session and thereafter.
- (3) Notwithstanding anything stated in subregulation (2), candidates in the 2020/2021 Admission Session and prior to that will continue to be subjected to conditions of the Duration for Completion of Programme of Study as prescribed under the University of Malaya (Doctoral Degree) Rules 2019.
- (4) Notwithstanding anything stated under the University of Malaya (Doctoral Degree) Rules, method of implementation of Doctoral Degree that will be used by the University shall be read together with the policy, guideline, procedure and/or other requirements by the University from time to time.

**PART II  
APPLICATION FOR ADMISSION**

**2. Advertisement and Admission**

- (1) The degree programme of study shall be advertised from time to time.
- (2) Admission into any Degree programme of study shall be made in accordance with the prescribed procedures.
- (3) If the University determines the closing date for the application for admission, the application for admission shall be received on or before the closing date determined.

**3. Admission Requirements**

An applicant who wishes to pursue a degree programme of study shall meet the special requirements and conditions of the Universiti Malaya Doctoral programme as set out in Schedule 1.

### **PART III** **REGISTRATION**

#### **4. Initial Registration**

- (1) A candidate of a programme of study by Research may register initially for the said programme of study at any time latest by fourteenth lecture week in the semester applied and the full fees will be imposed for the semester in which registration is done. The candidate is required to register in the following semester if the offer is accepted after fourteenth lecture week in a semester.
- (2) A candidate of a programme of study by Mixed Mode, Coursework and Clinical shall initially register for his programme of study before the commencement of the semester in which the candidate has been offered an admission to the said programme of study.
- (3) In certain circumstances, the Dean of the Faculty may allow a candidate to defer his initial registration to the following semester. The maximum duration of deferment of the initial registration allowed is one (1) semester from the expiry of the original letter of offer. An extension of one (1) semester may be given subject to the condition that the candidate applies and obtains the approval from the Dean of the Faculty.
- (4) Candidates who have completed course registration are not allowed to apply for deferment of initial registration.
- (5) Notwithstanding anything stated in subregulations 4(3) above, in certain circumstances, the Deputy Vice Chancellor concerned may consider an additional extension duration after the expiry of the second offer letter by the Dean of the Faculty.
- (6) If a candidate does not register within the stipulated period or any approved period of deferment, the offer of admission for the programme of study shall lapse automatically.
- (7) A candidate who is allowed to defer the initial registration shall not be considered as a registered candidate and is not entitled to use of any of the University's facilities.

#### **5. Course Registration**

- (1) A candidate for a programme of study by Research, Mixed Mode, Coursework and Clinical is required to attend the said programme based on the structure of the programme of study as determined by the Faculty and approved by the Senate. Registration of course(s) other than those prescribed in the programme structure will not be taken into account for the purpose of fulfillment of the degree requirements.

- (2) A candidate is required to register for courses as determined by the Faculty and shall be approved by the Senate.
- (3) Registration of courses shall be completed before the semester starts. A candidate who fails to complete his course registration within the prescribed period will not be allowed to follow the course. A candidate who does not register within the stipulated time for the semester concerned will be recorded as Not Registered.
- (4) A candidate is not allowed to add/drop courses after verification of registration is made.
- (5) Any candidate who fails to register continuously for a period of two (2) normal semesters and fail to complete his registration in a specified duration for the following normal semester shall cease to be candidate and terminated from his study.
- (6) Notwithstanding anything stated in Regulation 5, in certain circumstances, the Deputy Vice Chancellor concerned may state otherwise.
- (7) Candidates whose registration is approved after the specified period will be charged a late fee.

## **6. Attendance in Programme of Study**

- (1) It is compulsory for a candidate to attend all teaching and learning activities as well as research activities related to his programme of study.
- (2) A candidate who does not attend any teaching and learning activities is required to inform the reason for his absence to the teacher immediately together with the relevant supporting documents. The teacher shall inform the candidate the consequences of being absent and is responsible to keep records of the notification and class attendance.
- (3) A candidate may with the approval of the Faculty undergo a part of the programme of study at another institution.
- (4) A candidate pursuing a programme of study by Research shall comply with the Academic Residential Requirement which is physically present for a period of at least one (1) semester.
- (5) Notwithstanding anything stated in subregulation (4), with the approval of the Faculty, a candidate can be assumed to have met the Academic Residential Requirement if he has fulfilled any one (1) of the following physically:
  - (a) followed and passed the Research Methodology course; or
  - (b) presented the Proposal Defence; or
  - (c) present in Confirmation Defense for direct entry candidates (Fast Track);  
or

- (d) presented the Candidature Defence; or
- (e) presented the Thesis Seminar prior to submission of thesis for examination;  
or
- (f) has face to face consultation with the supervisor, as determined by the Faculty; or
- (g) participated in the activities of the Faculty as determined by the Faculty.

#### **7. Withdrawal from A Course**

- (1) A withdrawal from any course means withdrawal from one (1) or more courses in any semester.
- (2) A candidate is not allowed to withdraw a course after the completion of registration is made.
- (3) Notwithstanding anything stated in sub-regulation (2) above, in certain circumstances the relevant Deputy Vice-Chancellor may decide otherwise.
- (4) Candidates who are approved to withdraw from the course after registration confirmation will be charged.

#### **8. Withdrawal from Semester**

- (1) A withdrawal from any course means withdrawal from all teaching and learning activities as well as research activities for the semester concerned. A candidate is only allowed to withdraw from a semester after he has undergone at least one (1) semester except for medical reasons.
- (2) Withdrawal from the semester is categorized as follows:
  - (a) semester leave for personal reasons
  - (b) semester leave due to the mobility program
  - (c) semester leave for medical reasons
- (3) All applications for withdrawal from the semester must be made to the Faculty Dean for consideration and approval.
- (4) The details of withdrawal from semester are as below:

Category	Normal Semester	Special Semester	Fees	Duration of Study	Grade
Personal Reason*	Week 1 – 2	Week 1 - 2	No	Included	No Grade
	Week 3 – 7	-	Yes	Included	Grade W1
Mobility Programme Reason*	Week 1 - 14	Week 1 - 7	No	Not Included	#Record deleted
Medical Reason*	Week 1 - 7	Week 1 - 2	No	Not Included	#Record deleted
	Week 8 - 14	Week 3 - 7	Yes	Not Included	Grade W1

Note: \* Candidates who withdraw from the semester will be charged a minimum fee for the purpose of maintaining their candidature.

# Records refer to course registration records.

- (5) Candidates can withdraw from the semester no later than the second lecture week of the semester. The candidate is not charged a fee and the registration record for the course is deleted.
- (6) Requests to withdraw from the semester for personal reasons [third lecture week to seventh lecture week] will incur a fee and the course concerned will be recorded with Grade W1. Meanwhile, candidates who withdraw for reasons of mobility are not charged a fee and the registration record for the course is deleted.
- (7) Applications to withdraw from the semester on medical grounds up to the seventh lecture week of the Regular Semester may be approved subject to a medical report issued by a Registered Medical Practitioner at the Universiti Malaya Clinic/government hospital/teaching hospital/University Malaya Medical Center/Private Medical Center. If approved, the candidate is not charged a fee and the registration record for the course is deleted.
- (8) Candidates are not allowed to withdraw from the semester after the seventh lecture week of the Normal Semester unless on medical grounds supported by a medical report issued by a Registered Medical Practitioner. Applications must be submitted to the Faculty Dean for consideration and approval. If approved, the course will be recorded with Grade W1. Fees will still apply.
- (9) If the application is not approved, the candidate is required to continue his studies for the semester concerned. Failure of the candidate to continue his studies for the semester in question may cause the candidate to be given a Grade F for the course in question.



(10) Withdrawal from any semester is not permitted once the examination period for the semester concerned has begun.

(11) The maximum period of withdrawal from a semester for personal reasons for a candidate is as much as four (4) Normal Semesters throughout the duration of his studies which can be taken consecutively or vice versa except in the last semester of candidature. A candidate's withdrawal will be taken into account as part of the maximum period of his studies except for mobility program reasons supported by relevant documentary evidence and medical reasons supported by a medical report from a Registered Medical Practitioner of the Universiti Malaya Clinic/government hospital/teaching hospital/Universiti Malaya Medical Centre/ Private Medical Center.

Candidates are not allowed to apply for leave to withdraw from the semester after receiving approval for the extension of the maximum period.

### **9. Termination of Programme of Study**

(1) For Medical Reasons/Psychological Treatment/Psychiatric Treatment/Chronic Disease

Candidates who have been approved to withdraw from a semester on the medical grounds with psychological treatment/psychiatric treatment/chronic illness for four (4) consecutive normal semesters may be terminated from their study program in the following semester upon the certification of a Registered Counselor, Registered Medical Practitioner/Psychological Clinical Specialist /Registered Psychiatrist of Universiti Malaya Clinic/government hospital/teaching hospital/University Malaya Medical Center/Private Medical Center after the candidate's case is reviewed by any different specialist or Registered Medical Practitioner in the following semester.

(2) For Personal Reasons

Candidates who have reached the number of semesters off for personal reasons after the expiration of four (4) consecutive approved Normal Semesters and fail to register for the following semester may be terminated from their study program.

(3) Notwithstanding anything stated in Regulation 9, in certain circumstances, the concerned Deputy Vice-Chancellor may decide otherwise.

### **10. Withdrawal from Programme of Study**

(1) Withdrawal from the study program means withdrawal from the study program the candidate is currently following.

(2) Applications for withdrawal from the study program must be submitted to the Dean of the Faculty through the Deputy Dean in accordance with the procedures set from time to time.

- (3) Candidates who are approved to withdraw from the program of study after the second lecture week will:
  - (a) be subject to fees and other fees as stated in Part IV of this regulation, and
  - (b) be recorded Grade W2 for any course registered in the semester in which the candidate withdraws from the program.
- (4) Any decision on withdrawal from the programme of study is final.
- (5) An application for withdrawal from an approved study program cannot be withdrawn by the candidate.

### **11. Change of Field of Study**

Candidates are not allowed to change the field of study.

### **12. Change of Field of Research**

- (1) Candidates are allowed to change research fields under the same study field code subject to Faculty approval. Candidates must submit an application to the Faculty in accordance with the set procedure to change the field of research.
- (2) Candidates should continue their original field of research until the exchange application is approved.
- (3) For approved applications, the candidate's study period and fees paid for the original research field will be taken into account in the new research field.
- (4) Candidates are not allowed to change the field of research after the candidate has submitted their thesis or dissertation for examination purposes.

### **13. Change of Implementation of Programme**

Candidates can submit an application to change the method of program implementation according to the procedures set by the University. The exchange of the implementation of the study program is subject to the following:

- (1) original study program to collaborative program (Double Degree, Dual Degree and Joint Degree) or vice versa.
- (2) Meet the special conditions for admission to a collaborative program.
- (3) Exchange is only allowed for once throughout the duration of his studies except with the approval of the relevant Deputy Vice-Chancellor.
- (4) Fees that have been paid for the original study program will be taken into account for the collaborative program. Any shortfall in the fee amount must be paid by the candidate.

(5) Candidates must continue the original study program until the exchange application is approved.

(6) Changes in implementation are subject to approval and approval at the Faculty level and the decision must be communicated to the Head of Department who manages the University's academic services and administration.

#### **14. Change of Study Method**

- (1) Candidates are allowed to apply for a change of study method from full-time to part-time or vice versa only once during their studies at the University.
- (2) The application to change must be submitted to the Faculty Dean as follows:
  - (a) no later than the fourth semester in the seventh lecture week of candidacy for full-time candidates; or
  - (b) no later than the eighth semester in the seventh lecture week for part-time candidates.
  - (c) Candidates who are approved to change their study method will only continue their studies with the new study method in the following semester.
- (3) If the candidate's application to change study method is approved:
  - (a) the remaining maximum period of study is according to the remaining period of the new study method;
  - (b) the fees paid for the original method of study will not be adjusted to the fees for the new method of study; and
  - (c) fees for the new study method will be charged for the semester in effect.
- (4) Notwithstanding anything stated in Regulation 14, in certain circumstances the relevant Deputy Vice-Chancellor may decide otherwise.

#### **15. Change of Method of Delivery of Academic Programme**

- (1) The delivery method of a program needs to be determined by the program owner which can consist of conventional delivery methods and open and distance learning delivery methods.
- (2) Candidates who have registered for an academic program that is offered conventionally or through open and distance learning are allowed to apply for a change of delivery method only once during their studies at the University.

- (3) Changing from open and distance learning delivery methods to conventional or vice versa for the same academic program can be considered if the academic program is offered in both delivery methods.
- (4) Exchange applications must be submitted to the Faculty Dean as follows:
  - (a) no later than the fourth semester in the seventh lecture week of candidacy for full-time candidates; or
  - (b) not later than the eighth semester in the seventh lecture week for part-time candidates.
  - (c) Candidates who are approved to change their method of delivery will only continue their studies with the new method of delivery in the following semester.
- (5) If the candidate's application to change the delivery method is approved:
  - (a) the remaining maximum period of study is according to the remaining period of the new delivery method;
  - (b) the fees paid for the original delivery method will not be adjusted to the new delivery method fee; and
  - (c) the fee for the new delivery method will be charged for the semester in effect.
- (6) Notwithstanding anything stated in Regulation 15, in certain circumstances the Deputy Vice-Chancellor concerned may decide otherwise.

## **16. Change of Programme of Study**

- (1) Candidates are not allowed to change study programs. Candidates are required to withdraw from the original study program and submit a new application if they wish to follow a new study program. A new study period will be given.
- (2) Fees paid for the original study program will not be taken into consideration for the new study program.

## **PART IV** **PAYMENT**

## **17. Fees and Other Payments**

- (1) Candidates must clear all fees and other fees payable to the University at the time of commencement of registration unless they are exempted from any fee or payment or both.

- (2) Candidates who fail to pay any fee or other payment or part of the fee or other payment to the University will be subject to any one or a combination of the following actions:
- (a) not allowed to register for the following semester;
  - (b) examination results, academic transcripts and degree scrolls will not be issued to candidates;
  - (c) prevented from submitting a thesis or dissertation for examination;
  - (d) barred from being awarded a degree in the convocation ceremony.

## **PART V**

### **MATTERS CONCERNING STRUCTURE OF PROGRAMME OF STUDY**

#### **18. Structure of Programme of Study**

- (1) The faculty will determine the courses to be offered in any given semester. Each new course can be offered if it meets certain requirements and gets the approval of the Senate.
- (2) The total number of credits for the course component for the degree study program shall be as determined by the Faculty and Senate. However, for Doctoral programs by coursework and in mixed mode, the amount of credits taken in a semester is subject to the following:
  - (a) Full-time studies refer to the studies followed by the candidate with a minimum of 12 credits in one typical semester (60% of the maximum number of credits in one semester).
  - (b) Part-time studies refer to studies followed by the candidate with less than 12 credits in one typical semester (less than 60% of the maximum number of credits in one semester). However, under certain circumstances, candidates are allowed to take up to 14 credits in the last semester of study.

#### **19. Duration of Completion of Programme of Study**

- (1) The minimum and maximum period for completing a study program is as in Table 1 and Table 2, Universiti Malaya (Doctoral Degree) Regulations 2024.
- (2) Regardless of what is stated in Table 1 and Table 2, the Special Semester must be taken into account in the study period if stated in the admission offer letter.

- (3) Candidates may be allowed to complete their studies and graduate one (1) semester earlier than the minimum period subject to the candidate meeting the requirements of the study program as well as other requirements set by the University.

## **20. Offer and Completion of Course**

- (1) The credit calculation for a course is based on the actual load of the candidate's learning hours which covers all types of teaching and learning activities required to achieve the learning outcomes of the course. The credit value of each course is set according to the calculation of 40 hours of notional learning equivalent to 1 credit.
- (2) The course offerings in any given semester will be determined by the Faculty.
- (3) The offer of a new course can only be made after obtaining the approval of the Senate.
- (4) Amendments to Codes, Titles, Credits, Course Learning Outcomes and Assessment Weightage for existing courses can only be implemented after obtaining Senate approval.
- (5) Retrospective offers and amendments to a course are not allowed.
- (6) Each course offered must be managed, completed and evaluated in one (1) semester. Only certain courses that have been previously approved by the Senate can be allowed to be conducted for a period exceeding one (1) semester and completed in two (2) or more consecutive semesters.
- (7) The total number of credits for the course component for the Degree study program shall be as determined by the Faculty and Senate.

## **21. Transfer of Credit**

- (1) Credit transfers can be categorized as follows:-
  - (a) Transfer credit with grades.
  - (b) Transfer credit without a grade.
- (2) Transfer credit with grades.:
  - (a) "Credit transfer with grade" means credit transfer with grade for courses from the same qualification level (horizontal) for candidates who are still studying.
  - (b) Courses that are approved for credit transfer with a grade will be given a grade that has been equated with the University's grading scheme and the credit set for the course at the University.

- (c) Credits obtained along with grade points for approved courses will be taken into account in the calculation of candidates' GPA and CGPA. Credit for the course will be taken into account for the purpose of completing the graduation requirement.
  - (d) For the purpose of credit transfer with grades, the candidate must have attended previous courses and achieved a level of competence in the applied course.
  - (e) Credit transfer does not automatically apply to prerequisite courses (if any) of the course applied for.
  - (f) The application must be submitted to the Faculty Dean no later than the fourth lecture week of the Regular Semester using the procedures set by the University. Applications received after the designated period will be considered in the following semester.
- (3) Credit transfer without grades:
- (a) "Credit transfer with grades" means the transfer of credit without carrying the previous grade obtained for a course completed:
    - (i) from the same qualification level (horizontal):
      - (A) has successfully completed his studies; or
      - (B) have not completed their studies (excluding candidates who have been terminated from the study program) but have reached the level of competence in the course applied for.

or
    - (ii) from Massive Open Online Courses (MOOC) for programs in Mixed Mode (course component), Coursework and Clinical. MOOC credit transfer is not allowed for Dissertation/Thesis.
 

or
    - (iii) through Accreditation of Prior Experiential Learning for Credit Award (APEL.C) except for Dissertation/Thesis.
 

or
    - (iv) from digital and non-digital certification Micro-Credentials (MC) collected.
  - (b) Courses that are approved for credit transfer without a grade will be graded K or CT(APEL) and do not need to be replaced with another course. Credits

are not taken into account in the calculation of GPA and CGPA, but are taken into account for the purpose of completing graduation.

- (c) Candidates are not allowed to transfer credits without grade except for Research Methodology courses from a lower qualification level.
  - (d) Credit transfer does not automatically apply to prerequisite courses (if any) of the course applied for.
  - (e) Applications must be submitted to the Faculty Dean within the first two (2) semesters of study.
- (4) Credit transfer should be based on the mapping of previously taken courses with courses offered at the University or through an APEL.C application based on the candidate's previous experience and skills.
- (5) Permission for credit transfer for paragraphs (2) and (3) above is subject to the following conditions:
- (a) the score or grade or grade points obtained for the course concerned after being equated with the University's grading scheme must not be less than a score of 65.00 or a grade of B or a grade point of 3.00;
  - (b) courses or combinations of courses taken previously have the same credit value or notional hours or more after equalization with the credit value of courses offered at the University;
  - (c) courses taken previously have an overlap of at least 80% with courses offered at the University or for APEL.C applications, the achievement of each course learning outcome must be at least 50%;
  - (d) the course taken previously must be from a program that has received accreditation/recognition from an authoritative body in the country concerned;
  - (e) The maximum amount of credit that can be transferred is as follows:

Category	Description		Credit Limit
(i) Horizontal credit transfer	(A)	Credit transfer for candidates who change study programs in the same field within the University.	No Limit.
	(B)	Credit transfer for students who have the qualifications and want to continue their	



		studies a second time in the same level.	
	(C)	Credit transfer for candidates pursuing a double degree and dual degree.	
	(D)	Credit transfer for candidates who follow the Mobilti Program is allowed subject to the residency period of one (1) semester.	No Limit.
	(E)	Credit transfer for courses from the same qualification level for candidates who follow the coursework and mixed mode program is allowed.	
(ii) Vertical credit transfer		Credit transfer from Doctoral to Master's programs is not allowed except for Research Methodology Courses.	-
(iii) Credit Transfer through APEL.C		Credit transfer without grade through APEL.C is based on the candidate's previous experience and skills.	Not more than 1/3 of the total number of study program credits. This does not include credit transfers that can be made for formal learning.

(6) Regardless of the provisions stated in paragraphs (2) and (4) above, courses taken during the Mobility Program that are not listed in the Degree Study Structure may be considered for credit transfer with grades subject to the course being certified by the Dean of the Candidate Faculty, either:

(a) replaces any Elective Course. Grades and course grade points will be taken into account in the calculation of GPA and CGPA and the credits of the course will be taken into account to meet graduation completion requirements.

For the purposes of this paragraph, the course must meet the conditions stated in paragraph (5)(a), (b), (d) and (e) above; or

(b) does not replace any of the courses set out in the structure of his study program. The course will be recorded in the candidate's academic transcript. The grade and grade points of the course will be taken into

account in the calculation of GPA and CGPA, but the credits of the course will not be taken into account in the graduation completion requirements.

For the purpose of this paragraph, the course must meet the criteria stated in paragraph (5)(a) and (d) above and will be assigned credit equivalent to the university's notional hours calculation.

- (7) The transfer of credit for professional programs is subject to the regulations set by the professional body concerned.
- (8) The application must be submitted together with:
  - (a) proof of payment of the process fee at a set rate. This fee is non-refundable; and
  - (b) mandatory supporting documents include copies of certificates, examination results, learning and assessment activities, course learning outcomes, course syllabus/content and course grading schemes from other relevant institutions/universities; or
  - (c) document proof of previous experience and skills for application for course exemption and credit transfer through APEL.C; or
  - (d) proof of document from the MOOC Supervisor (MOOC Provider) to ensure that the candidate who registered and completed the MOOC course is the same candidate.
- (9) Credit transfer applications must be submitted for consideration by the Senate after being recommended by a designated special committee.
- (10) Courses that have been approved for credit transfer cannot be withdrawn by the candidate.
- (11) The decision of the candidate's credit transfer application will be notified by the Dean of the Faculty or an officer designated by the University.

## **22. Course Exemption**

- (1) "Course Exemption" means an exemption from registering and following a course given to a candidate based on the equivalence of the course content applied for with the candidate's proof of knowledge and skills.
- (2) Course exemption applications are only allowed for the Elective Course category.
- (3) Exemption of a course will not result in the candidate getting credit for the exempted course. For this purpose, courses approved for exemption will be graded K1.

- (4) If the exclusion of a course causes the graduate credit requirements of the study program to be insufficient, the exempted course must be replaced with another course from the same level of study.
- (5) Application for course exemption must be submitted to the Dean of the Faculty who will obtain the certificate of a designated special committee. The certified application shall be submitted for consideration by the Senate.
- (6) The decision of the candidate's course exemption application will be notified by the Dean of the Faculty or an officer designated by the University.

### **23. External Programme Assessor**

- (1) External Program Assessors shall be appointed by the relevant Deputy Vice-Chancellor on the recommendation of the relevant Faculty as follows:
  - (a) For research-based programs, the appointment of External Program Assesors is not limited to two (2) people.
  - (b) For programs other than research-based programs, the appointment of External Program Assessors is not more than two (2) people for each academic program.
- (2) Appointment criteria
  - (a) External Program Assessors must be appointed among university academics who are qualified, knowledgeable and have expertise in the relevant field of study and have experience in university administration.
  - (b) External Programme Assessors appointed must be from renowned universities in the world that have a position in the QS World University Rankings or have a subject listed in the QS World University Rankings by Subject or must be from an overseas Higher Education Institution recognized by the University in the relevant field of study.
  - (c) If the first External Program Assessor is appointed from a foreign higher education institution, the second External Program Assessor may be considered to be appointed from within the country.
  - (d) The appointment of experts from domestic and/or foreign industries can be considered as External Program Assessors. The appointment of experts from industry for the relevant field of study must be made together with an assessor from among academics.
  - (e) A former full-time teacher or University graduate can be appointed as an External Assessor on the condition that he:

- (i) have relevant experience and expertise qualifications in the academic program concerned;
  - (ii) has left the University for a period of not less than five (5) years from the date of his appointment as External Program Assessor; and
  - (iii) currently teaching at an equivalent foreign higher education institution and/or practicing specialization in a field related to the academic program concerned.
- (f) Emeritus Professors or Adjunct Professors or Visiting Professors or Honorary Professors of the University cannot be appointed as Program External Assessors.
- (g) An External Program Assessor may be appointed to assess more than one (1) but not more than three (3) academic programs for all levels of study.
- (h) The relevant Deputy Vice-Chancellor on the recommendation by the faculty may terminate the service of an External Program Assessor who is unable to perform his duties satisfactorily. A new External Program Assessor should be appointed for the remaining term of the existing appointment (if necessary).
- (i) Regardless of what is stated in paragraph (2)(a) – (h) above, the appointment of External Program Assessors for professional programs is subject to the relevant professional body's decision.
- (3) One (1) session of the appointment of an External Programme Assessor is for four (4) academic sessions. The appointment of the same External Programme Assessor for the same program for the second time can be considered after an interval of one (1) appointment session.

#### **24. External Programme Examiner**

- (1) Criteria
- (a) The Dean of the Faculty must certify to the relevant Deputy Vice Chancellor the appointment of an External Examiner from among experts or academics who are qualified, knowledgeable and have extensive experience in the academic program concerned.
  - (b) External Examiners must still be involved in professional training/exams recognized by the Faculty as follows:
    - (i) (i) Professor/Associate Professor or equivalent in an academic institution; or

- (ii) A consultant with at least five (5) years of experience in dentistry or seven (7) years in medicine.
- (c) A former full-time University teacher may be appointed as an External Examiner on the condition that he/she:
  - (i) have relevant qualifications, experience and expertise in the relevant academic program;
  - (ii) has left the University's service for a period of not less than five (5) years from the date of his appointment as Program External Examiner; and
  - (iii) is teaching at another equivalent higher education institution and/or practicing specialization in a field related to the academic program in question.
- (d) Emeritus Professors or Adjunct Professors or Visiting Professors or Honorary Professors of the University cannot be appointed as External Programme Examiners.
- (e) The appointment period of External Programme Examiner is for one (1) examination session only. The same External Programme Examiner may be appointed for the Supplementary Examination/ Re-Examination for repeating candidates.
- (f) The Dean of the Faculty upon the approval of the Deputy Dean of Higher Degrees and the Head of the Department may terminate the service of an External Examiner immediately if he is found to be in breach of professional ethics.
- (g) The criteria for the appointment of External Program Examiners for professional programs are subject to the relevant professional body's decision from time to time.

## **PART VI** **SUPERVISION**

### **25. Supervision and Progress of Candidature**

- (1) The faculty must appoint a supervisor for each candidate who follows the research component in the study program. However, the Faculty is encouraged to appoint at least two (2) supervisors for each candidate. The criteria for appointing a supervisor should refer to the Supervision Policy of Postgraduate Candidates, Universiti Malaya.
- (2) Emeritus Professors, Honorary Professors, Adjunct Professors of the University, visiting lecturers or research fellows may be appointed by the Faculty as the

candidate's supervisor on the condition that an additional supervisor from among the University's full-time teachers is appointed together to jointly supervise the candidate.

- (3) The faculty may appoint a co-supervisor for any candidate.
- (4) The faculty may appoint a consultant for any candidate.
- (5) The Supervisor, Co-Supervisor (if any) and Consultant (if any) should be appointed before the initial registration of the candidate or at other times as required. The Faculty reserves the right to add, reduce or change any Supervisor, Co-Supervisor or Consultant if necessary.
- (6) Candidates are required to submit a research progress report in accordance with the work schedule and procedures set by the University. Supervisors, co-supervisors and consultants must evaluate the candidate's research progress report according to the work schedule and procedures set by the University for the semester concerned .
- (7) Candidates whose progress is satisfactory will be certified for continued candidature. Candidates whose progress is unsatisfactory two (2) times in a row shall have their candidature terminated regardless of the candidate's candidacy status. The Executive Director of the Department of Marketing and Academic Services needs to be informed by the Faculty about the termination of the candidate's nomination.

## **PART VII** **THESIS AND DISSERTATION**

### **26. Determination of Field of Research**

- (1) The faculty must approve the research area for the thesis or dissertation before the candidate begins his research.
- (2) In certain circumstances and subject to the approval of the Faculty concerned, the candidate may apply to change the field of research before submitting the thesis or dissertation for examination. The faculty must ensure that all conditions and requirements of the new research field applied for have been met before the application is submitted.

### **27. Determination of Thesis or Dissertation Title**

- (1) Candidates are only allowed to submit a thesis or dissertation for examination after the title of the thesis or dissertation has been approved by the Faculty.
- (2) Changing the title of the thesis or dissertation is not permitted after the candidate has submitted the thesis or dissertation for examination unless recommended by the Committee of Examiners.

## **28. Language of Thesis or Dissertation**

- (1) The thesis or dissertation must be written in English or Malay or Arabic related to the candidate's field of research. In certain circumstances, the Senate may approve a language other than Malay or English or Arabic for the thesis or dissertation in question.
- (2) Candidates must submit an application to change the language of the thesis or dissertation to the Faculty.
- (3) For non-citizen candidates who wish to change the language of their thesis or dissertation from Malay or Arabic or other languages approved by the Senate to English, candidates are subject to the English language competency requirements set by the University.
- (4) In the case of subregulation (3) above, the candidate must submit an application with proof of having met the English language competency requirements set by the University to the Faculty.
- (5) Candidates are not allowed to change the language of the thesis or dissertation after the candidate passes the Candidature Defense session.
- (6) Changing the language of the thesis or dissertation is allowed only once during the candidate's studies.

## **29. Submission of Thesis or Dissertation**

- (1) Candidates must submit a thesis or dissertation for examination within their candidature period. For this purpose, candidates must complete at least the minimum period of study for the Doctoral Degree program. The calculation of the minimum period shall be consecutive. However, an exemption is granted to candidates subject to Regulation 19(3).

The period taken for the examination of the thesis or dissertation and any period of correction or further study of the thesis or dissertation required by the Examining Committee shall be considered as part of the maximum period of the candidate's candidature.

- (2) Candidates must submit a thesis or dissertation in accordance with the rules, or any regulations by the University.
- (3) Candidates are required to submit a thesis or dissertation for examination after the title has been approved within the thesis or dissertation submission period set for the semester concerned. Candidates who fail to do so are required to register for the next semester

- (4) Candidates who have submitted a thesis or dissertation for examination do not need to register for the next semester unless the Senate requires the candidate to do further study.
- (5) Candidates who are nearing the end of the maximum period of candidature or have been in the last semester must submit an appeal to extend the maximum period of nomination to the Dean of the Faculty as provided in Rule 55(2).
- (6) Subregulation 29(1) does not apply to candidates who are following a Clinical programme.
- (7) Candidates may not withdraw from a thesis or dissertation examination once the thesis or dissertation has been submitted for examination.
- (8) The thesis or dissertation must follow the format set by the University as outlined in the set Guidelines.
- (9) The word limit for the thesis or dissertation is as follows:
  - (a) The thesis for the Research program should not exceed one hundred thousand (100,000) words;
  - (b) Thesis for Mixed Mode programs should not exceed eighty thousand (80,000) words;
  - (c) Dissertations for Coursework and Clinical programs should not exceed sixty thousand (60,000) words; and
  - (d) The minimum word limit in a candidate's thesis or dissertation is as set by the Faculty or based on program standards according to the respective discipline (if any).
- (10) Notwithstanding the provisions of sub-regulation (9), the following are not included in the word limit:
  - (a) footnotes or endnotes, references, appendices, tables and figures; and
  - (b) reproduction or translation of any text. Comments or criticism made by the candidate about it should be subject to the word limit.
- (11) Candidates who do not meet the minimum and maximum limit of words set must make an application and get approval from the Faculty at least one (1) month before the date of submission of the thesis or dissertation for examination, by giving justification for non-compliance with the word limit that has been set.
- (12) Candidates may not submit as a thesis or dissertation any work including ideas, writing, data or any other person's creation or work that has been submitted for a degree at this University or any other institution. However, the candidate is allowed to include any part of the work in the thesis or dissertation on the condition that the



candidate must apply for permission or clearly indicate the original reference source of the work.

- (13) Candidates can include in the thesis or dissertation any research results that have been printed and published individually or in groups. The work done in a group should be accompanied by a statement that clearly explains the part of the work done by the candidate himself. This statement should be confirmed by other co-authors.
- (14) Candidates are subject to the following prohibitions against plagiarism:
- (a) Candidates must not plagiarize any other person's ideas, writing, data or creations.
  - (b) For the purposes of this subregulation, plagiarism includes:
    - (i) the act of taking an idea, writing, data or invention of another person (including any form of artificial intelligence) and claiming that the idea, writing, data or invention is the result of his own finding or invention; or
    - (ii) an attempt to show or the act of showing, in any way, that he is the original source or creator of an idea, writing, data or invention which is actually taken from another source.
  - (c) Without affecting the meaning of paragraph (b) above, candidates are considered plagiarized when:
    - (i) publishes, by himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by another person;
    - (ii) joins himself or allows himself to be joined as a co-author of an abstract, article, scientific or academic paper, or book, when he does not directly make any written contribution to the abstract, article, scientific or academic paper, or book;
    - (iii) forcing another person to include his name in the list of co-investigators for a particular research project or in the list of co-investigators for a publication when he has not made any contribution that would qualify him as a co-investigator or co-author;
    - (iv) citing academic data that is the result of research carried out by others, such as laboratory findings or fieldwork findings, or data obtained through library research, whether published or unpublished, and incorporating such data as part of his academic research without giving due recognition to original source;

- (v) use research data obtained through joint venture work with another person, whether or not the other person is a member of staff or a candidate of the University as part of his/her own different academic research, or for publication in his/her own name as sole author, without obtaining the permission of the co-investigator before commencing personal research or before publishing data;
  - (vi) copy the ideas or creations of others stored in any form, whether written, printed or available in electronic form, or in slide form, or in any form of teaching or research tool or in any other form and claims either directly or indirectly that he is the creator of the idea or invention;
  - (vii) translate the writings or creations of others from one language to another language whether or not in whole or in part, and then present the translation in any form or manner as the author's or his own creation; and
  - (viii) quotes ideas from the writings or creations of others and makes modifications without proper reference to the original source and rearranges those ideas in any way as if he is the creator of those ideas.
- (15) Candidates who are found to have plagiarized their thesis or dissertation can be taken action based on the recommendation by the Committee of Examiners.
- (16) A thesis or dissertation or a part thereof which has been approved and subsequently published, must contain a clear statement that it has been submitted for a University Doctoral Degree. Throughout his studies, the candidate may, with the consent of his supervisor or the Dean of the Faculty, publish his work, provided that appropriate reference is made to the University in the publication.
- (17) Whether the thesis or dissertation has been approved or not, for the award of the Degree including all intellectual property rights therein shall be vested in and remain the property of the University. The University reserves the right to limit or restrict the printing, notification and use, or any dealings with the following for the period necessary for the purpose of protecting or acquiring intellectual property rights:
- (a) thesis or dissertation;
  - (b) the results of the research leading to the relevant thesis or dissertation; or
  - (c) both of which are mentioned above.

## **PART VIII** **EXAMINATION**

### **30. Admission as a Candidate for Examination**

Candidates are only allowed to take an examination in any course or submit a thesis or dissertation for examination if they have:

- (1) registered as a candidate for the course or courses prescribed for his program of study when taking the examination or has registered as a candidate for his program of study when submitting his thesis or dissertation for examination, as the case may be;
- (2) pay the prescribed fee; and
- (3) meet the requirements set by the University.

### **31. Permission to Sit for Examinations**

- (1) Candidates must bring their Identity Card/Passport and Candidate Registration Card for the purpose of self-verification to sit for a registered final exam.
- (2) A candidate may be prevented from sitting the final course examination by the Faculty Dean of his study program for reasons determined by the Faculty. The faculty is responsible for giving advance notice to the candidate of the reasons that may result in the candidate being prevented from sitting the exam.

If a candidate is prevented from sitting the end-of-semester examination of a course, the Dean of the concerned Faculty must inform the candidate in writing no later than the twelfth lecture week for the Regular Semester and the fifth lecture week for the Special Semester.

Candidates are given a period of one (1) week from the date of the letter to submit an appeal. For reasonable reasons, the Dean of the Faculty may withdraw the notice of obstruction to sit for the examination. The decision on the candidate's appeal must be finalized by the Faculty Dean no later than the fourteenth lecture week for the Regular Semester and the seventh lecture week for the Special Semester.

- (3) Candidates who are prevented from sitting the end-of-semester examination for a course will be given zero marks (0) for the final examination component of the course.

### **32. Assessment Method**

- (1) The evaluation method of a course depends on the learning outcomes and the content of the course. The evaluation weighting ratio of a course will be determined by the Faculty and approved by the Senate.

- (2) Courses that are practical or projects such as Research Reports can be assessed 100% based on continuous assessment throughout the duration of the course, without a final examination.
- (3) Candidates must be informed of the results of the continuous assessment component for each course followed. The notification must be made as soon as possible after the completion of the assessment of the relevant component.
- (4) The overall results of the continuous assessment component must be communicated to students in the form of grades no later than the fifteenth lecture week for the Regular Semester and the seventh lecture week for the Special Semester.
- (5) For research and mixed mode study program candidates, the Supervisor must complete the evaluation of the candidate's Progress Report for the thesis and dissertation according to the work schedule and procedures set by the University for the semester concerned.

### **33. Number and Scope of Examination**

- (1) The number and scope of examinations made under this Regulation shall be as approved by the Senate upon the approval of the Faculty.
- (2) Examinations in any study program may include written, oral, practical, practicum, course assignments, specialist evaluation, viva voce and clinical in any form, as well as other evaluation methods as approved by the Senate upon the Faculty's certification.
- (3) The Committee of Examiners may at its discretion require the candidate to sit any additional examination deemed necessary for the evaluation of his program of study.

### **34. Committee of Examiners**

A Committee of Examiners must be established for each examination or part of it for a study program.

- (1) Study Program by Research
  - (a) The membership of the Inspection Committee shall consist of the following:
    - (i) Dean of the Faculty or his representative as Chairman.

In circumstances where the Dean of the Faculty is unable to carry out his duties as Chairman of the Committee of Examiners, he may appoint his representative from among the academic staff of Professor or Associate Professor level from within or outside the Faculty.

- (ii) Deputy Dean of Higher Degree Faculty;
  - (iii) Senate Representatives:
    - (A) In the circumstances where the Chairman of the Committee of Examiners is appointed from among the academic staff of the rank of Professor or Associate Professor from within the Faculty, the invited representative of the Senate shall be from outside the Faculty.
    - (B) In the circumstances where the Chairman of the Committee of Examiners is appointed from among the academic staff of the rank of Professor or Associate Professor from outside the Faculty, the invited representative of the Senate may be from within the Faculty.
  - (iv) Head of Department or Coordinator of the relevant program;
  - (v) Three (3) examiners who are experts in the field in question of which at least two (2) persons are External Examiners appointed by the Faculty; and
  - (vi) Professors or Associate Professors from within or outside the Faculty in the relevant field (if necessary) appointed by the Faculty.
- (b) The quorum for the meeting of the Committee of Examiners shall be at least four (4) persons including the Chairman, the Deputy Dean of Higher Degrees of the Faculty and an examiner. For Faculties that do not have a department, the quorum is three (3) people, namely the Chairman, the Faculty's Deputy Dean of Graduate Studies and an examiner.
  - (c) If the Dean of the Faculty or the Deputy Dean of Higher Degrees of the Faculty or the Head of the Department or the Coordinator of the relevant program is the supervisor for the candidate in question, he will attend the Committee of Examiners meeting by invitation and not as a member of the Committee of Examiners.
  - (d) In a situation where the Deputy Dean of Higher Degrees of the Faculty is unable to carry out his duties due to an emergency, the Vice-Chancellor may appoint any full-time teacher in the relevant field as the representative of the Deputy Dean of Higher Degrees of the concerned Faculty.

- (e) Members of the Committee of Examiners other than the chairman may not delegate authority to any other person to represent him in the Committee of Examiners meeting except with the written consent of the Vice-Chancellor.
  - (f) The Registrar or his representative shall be the Secretary in the Committee of Examiners meeting.
  - (g) The supervisor should be invited to attend the Committee of Examiners meeting for the purpose of providing an opinion on the matters discussed if necessary but is not entitled to participate in decision making of the candidate's thesis examination. The supervisor is responsible for maintaining the confidentiality of all matters related to this examination.
  - (h) For the Research Methodology course or any other course required by the study program for the purpose of graduation, the Committee of Examiners shall be managed like the Examining Committee of course components as provided in rule 34(2)(b) below.
  - (i) The functions of the Committee of Examiners are as follows:
    - (i) evaluate the examiner's report on a candidate's thesis;
    - (ii) conducting and evaluating viva voce examinations for such candidates;
    - (iii) make a decision on the level of achievement of the thesis and viva voce according to the provisions of these Regulations to be recommended to the Senate;
    - (iv) report to the Senate on any matter relating to the quality or conduct of the thesis examination; and
    - (v) maintain the confidentiality of all matters related to this examination.
- (2) Study Program by Mixed Mode and Coursework.
- (a) Separate Committee of Examiners are required for the course component and the research component.
  - (b) The Committee of Examiners for the course component is as follows:
    - (i) The Committee of Examiners of each study program must be established for each semester at an academic session.
    - (ii) The membership of the Committee of Examiners shall consist of the following approved by the Senate:

- (A) Faculty Dean as Chairman. If the Dean of the Faculty is unable to carry out his duties as Chairman of the Examination Committee, the Deputy Dean of Higher Degrees of the Faculty can carry out his duties as Chairman of the Committee of Examiners;
  - (B) Deputy Dean of the Postgraduate Faculty;
  - (C) Head of Department or Program Coordinator;
  - (D) The relevant field coordinator who is responsible for any course or study plan that is not in the department/Faculty;
  - (E) External Examiners (if applicable);
  - (F) any Internal Auditor; and
  - (G) other parties concerned (if necessary) appointed by the Faculty.
- (iii) The quorum for the Committee of Examiners meeting for the course component must consist of at least three (3) members including the Chairman.
  - (iv) Members of the Committee of Examiners other than the chairman may not delegate authority to any other person who is not a member of the Committee of Examiners to represent him in the Committee of Examiners meeting.
  - (v) In the event of an emergency, any full-time University teacher may be appointed as a member of the Committee of Examiners with the written consent of the Vice-Chancellor.
  - (vi) The Registrar or his representative shall be the Secretary in the Committee of Examiners meeting.
  - (vii) The functions of the Committee of Examiners are as follows:
    - (A) certify the examination results according to the Grading Scheme as provided in Rule 39(1)(a) below and determine candidates who have passed or failed an examination; and

- (B) informing the Faculty that candidates who have failed to exit and/or failed the examination in any course are allowed to repeat the course and retake the exam in the relevant course or are not allowed to take the exam; and
  - (C) report to the Senate on any matter related to the examination.
- (c) The Committee of Examiners for the research component is as follows:
- (i) The membership of the Committee of Examiners shall consist of the following:
    - (A) Faculty Dean or his representative as Chairman.
 

In circumstances where the Dean of the Faculty is unable to carry out his duties as Chairman of the Committee of Examiners, he may appoint his representative from among the academic staff of Professor or Associate Professor level from within or outside the Faculty.
    - (B) Deputy Dean of Postgraduate Faculty;
    - (C) Senate Representative;
      - (aa) In a situation where the Chairman of the Committee of Examiners is appointed from among the academic staff at Professor or Associate Professor level from within the Faculty, then the Senate representative invited must be from outside the Faculty.
      - (bb) In a situation where the Chairman of the Examining Committee is appointed from among the academic staff at Professor or Associate Professor level from outside the Faculty, then the Senate representative invited may be from within the Faculty.
    - (D) Head of Department or Program Coordinator concerned;



- (E) Two (2) inspectors who are experts in the field, consisting of an Internal Inspector and an External Inspector. The appointed External Examiner must be approved by the Faculty; and
  - (F) Professors or Associate Professors from within or outside the Faculty in the relevant field (if necessary) appointed by the Faculty.
- (ii) The quorum for the Committee of Examiners meeting should be at least four (4) people including the Chairman, the Deputy Dean of the Higher Degree Faculty and an examiner. For Faculties that do not have a department, the quorum is three (3) people, namely the Chairman, the Faculty's Deputy Dean of Graduate Studies and an examiner.
  - (iii) If the Dean of the Faculty or the Deputy Dean of Higher Degrees of the Faculty or the Head of the Department or the Coordinator of the relevant program is the supervisor for the candidate in question, he will attend the Committee of Examiners meeting by invitation and not as a member of the Committee of Examiners.
  - (iv) In a situation where the Deputy Dean of Higher Degrees of the Faculty is unable to carry out his duties due to an emergency, the Vice-Chancellor may appoint any full-time teacher in the relevant field as the representative of the Deputy Dean of Higher Degrees of the concerned Faculty.
  - (v) Members of the Committee of Examiners other than the chairman may not delegate authority to any other person who is not a member of the Committee of Examiners to represent him in the meeting of the Committee of Examiners except with the written consent of the Vice-Chancellor.
  - (vi) The registrar or his representative shall be the secretary in the meeting of the Committee of Examiners.
  - (vii) The supervisor must be invited to attend the Committee meeting for the purpose of providing an opinion on the matters discussed if necessary but is not entitled to participate in the consideration and any results of the candidate's thesis or dissertation examination. The supervisor is responsible for maintaining the confidentiality of all matters related to this examination.
  - (viii) The function of the Audit Committee is as follows:

- (A) evaluate the examiner's report on a candidate's thesis or dissertation;
- (B) conducting and evaluating viva voce examinations for such candidates;
- (C) make a decision regarding the level of achievement of the thesis or dissertation and the viva voce according to the provisions of these Regulations to be certified to the Senate;
- (D) report to the Senate on any matter relating to the quality or conduct of the thesis or dissertation examination; and
- (E) maintain the confidentiality of all matters related to this examination.

(3) Clinical Studies Program

- (a) Separate Committees of Examiners are required for the clinical course component and the research component.
- (b) The Committee of Examiners for the clinical course component is as follows:
  - (i) The Committee of Examiners of each study program must be established for each examination at an academic session.
  - (ii) The membership of the Committee of Examiners shall consist of the following approved by the Senate:
    - (A) Faculty Dean as Chairman. If the Dean of the Faculty is unable to carry out his duties as the Chairman of the Committee of Examiners, the Deputy Dean of Higher Degrees of the Faculty can carry out his duties as the Chairman of the Committee of Examiners;
    - (B) Deputy Dean of Postgraduate Faculty;
    - (C) Head of the concerned Department;
    - (D) Program Coordinator or Section Head of the relevant field;

- (E) The relevant Programme External Examiner (if any);
  - (F) Any Internal Auditor; and
  - (G) Other relevant parties (if necessary) appointed by the Faculty.
- (iii) The quorum for the Committee of Examiners meeting for the clinical course component must consist of at least three (3) members including the Chairman.
  - (iv) Members of the Committee of Examiners other than the chairman may not delegate authority to any other person who is not a member of the Inspection Committee to represent him in the Inspection Committee meeting.
  - (v) In the event of an emergency, any full-time University teacher may be appointed as a member of the Committee of Examiners with the written consent of the Vice-Chancellor.
  - (vi) The registrar or his representative shall be the secretary in the meeting of the Committee of Examiners.
  - (vii) The functions of the Inspection Committee are as follows:
    - (A) recommendation of the examination results according to the Grading Scheme as provided for in Rule 39(1)(a) below and determine candidates who have passed or failed an examination;
    - (B) weigh and determine candidates who deserve to be given excellent results for an examination;
    - (C) informing the Faculty that candidates who have failed to exit and/or failed the exam in any course are allowed to repeat the course and retake the examination in the relevant course or are not allowed to take the examination; and
    - (D) report to the Senate on any matter related to the examination.
- (c) The Examining Committee for the research component is as follows:
    - (i) The membership of the Inspection Committee shall consist of the following:

- (A) Dean of the Faculty or his representative as Chairman.  
  
In circumstances where the Dean of the Faculty is unable to carry out his duties as Chairman of the Examination Committee, he may appoint his representative from among the academic staff of Professor or Associate Professor level from within or outside the Faculty.
  - (B) Deputy Dean of Postgraduate Faculty;
  - (C) Head of Department;
  - (D) The relevant program coordinator;
  - (E) Two (2) examiners who are experts in the field, consisting of one Internal Examiner and one External Examiner approved by the Faculty; and
  - (F) Professors or Associate Professors from within or outside the Faculty in the relevant field (if necessary) appointed by the Faculty.
- (ii) The quorum for the meeting of the Examination Committee for the research component shall consist of at least three (3) members including the Chairman, the Deputy Dean of Higher Degree Faculty and the examiner.
  - (iii) If the Dean of the Faculty or the Deputy Dean of Higher Degrees of the Faculty or the Head of the Department or the Coordinator of the relevant program is the supervisor for the candidate in question, he will attend the Examination Committee meeting by invitation and not as a member of the Examination Committee.
  - (iv) In a situation where the Deputy Dean of Higher Degrees of the Faculty is unable to carry out his duties due to an emergency, the Vice-Chancellor may appoint any full-time teacher in the relevant field as the representative of the Deputy Dean of Higher Degrees of the concerned Faculty.
  - (v) Members of the Committee of Examiners other than the chairman may not delegate authority to any other person who is not a member of the Committee of Examiners to represent him in the meeting of the Committee of Examiners except with the written consent of the Vice-Chancellor.

- (vi) The Registrar or his representative shall be the Secretary in the meeting of the Committee of Examiners.
- (vii) The supervisor should be invited to attend the Committee meeting for the purpose of providing an opinion on the matters discussed if necessary but is not entitled to participate in the consideration and any results of the candidate's dissertation examination. The supervisor is responsible for maintaining the confidentiality of all matters related to this examination.
- (viii) The functions of the Audit Committee are as follows:
  - (A) evaluate the examiner's report on a candidate's dissertation;
  - (B) conducting and evaluating viva voce examinations for such candidates;
  - (C) make a decision on the level of achievement of the dissertation and viva voce according to the provisions of these Regulations to be recommended to the Senate;
  - (D) report to the Senate any matter relating to the quality or conduct of the dissertation examination; and
  - (E) maintain the confidentiality of all matters related to this examination.

### **35. External Examiner**

The appointment of an External Examiner for the thesis or dissertation examination of the Doctoral Degree study program shall be as follows:

- (1) Study Program by Research
  - (a) At least two (2) External Examiners and one (1) Internal Examiner must be appointed by the Faculty to examine the candidate's thesis. If there is no suitable expertise among University language lecturers to be appointed as an Internal Examiner, another External Examiner may be appointed to carry out the duties of the Internal Examiner.
  - (b) Appointment of External Examiners must be approved by the Faculty. The appointment criteria are as set by the University from time to time.
- (2) Mixed Mode Study Program

- (a) For the research component, one External Examiner and one (1) Internal Examiner shall be appointed by the Faculty to examine the candidate's thesis. If there is no suitable expertise among University language lecturers to be appointed as an Internal Examiner, another External Examiner may be appointed to carry out the duties of the Internal Examiner.
  - (b) Appointment of External Examiners must be approved by the Faculty. The appointment criteria are as set by the University from time to time.
- (3) Study Program by Coursework and Clinical
- (a) For the research component, one External Examiner and one (1) Internal Examiner shall be appointed by the Faculty to examine the candidate's dissertation. If there is no suitable expertise among University teachers to be appointed as an Internal Examiner, another External Examiner may be appointed to carry out the duties of the Internal Examiner.
  - (b) Appointment of External Examiners must be approved by the Faculty. The appointment criteria are as set by the University from time to time.
- (4) In the event of an emergency, the Dean may appoint another External Examiner to examine the candidate's thesis or dissertation on the condition that the appointment must be reported in the Faculty meeting as soon as possible.
- (5) The External Examiner appointed to examine the candidate's thesis or dissertation must submit his report in the prescribed format as soon as possible but not exceeding forty-five (45) days from the date the thesis or dissertation is received by him. The Dean may certify to the Faculty to replace an External Examiner who does not perform his duties satisfactorily with another External Examiner.

### **36. Internal Examiner**

The Internal Examiner for the Doctoral Degree study program must be appointed by the Faculty subject to the following conditions:

- (1) Study Program by Research and by Mixed Mode (research component)
  - (a) The Faculty must appoint a full-time University language teacher as an Internal Examiner to examine a candidate's thesis or dissertation.
  - (b) Appointment of Internal Examiners must be approved by the Faculty. The appointment criteria are as set by the University from time to time.

- (c) In the event of an emergency or the original Internal Examiner does not carry out his duties, the Dean of the Faculty may appoint another Internal Examiner to examine the candidate's thesis or dissertation on the condition that the appointment must be reported to the Faculty as soon as possible.
  - (d) The Faculty may replace an Internal Examiner who does not perform his duties satisfactorily with another Internal Examiner.
- (2) Study program in Mixed Mode, Coursework and Clinical.
- (a) Appointment of Internal Examiners for course components is as follows:
    - (i) The Faculty must appoint a full-time or part-time University teacher as an Internal Examiner for the course component.
    - (ii) In the event of an emergency, the Dean of the Faculty may appoint another Internal Examiner to examine any course on the condition that such appointment must be notified to the Faculty as soon as possible.
  - (b) The appointment of the Internal Examiner for the research component shall be as provided in subregulation 36(1)(b).

### **37. Consultant**

If a consultant has been appointed to assist in the supervision of the candidate, the Faculty may ask the consultant to prepare and submit a report on the thesis or dissertation. The consultant's report must be presented in the Examination Committee meeting for the examination of the candidate's thesis or dissertation.

### **38. Research Program Examination Evaluation**

- (1) The evaluation method should be as follows:
  - (a) The evaluation method for research study programs should be through the examination of a thesis and a viva voce examination on the thesis.
  - (b) The thesis must be examined, assessed and recommended by each examiner whether the candidate:
    - (i) given distinction for the thesis;
    - (ii) have achieved enough academic merit to be awarded the Degree without having to make amendments/corrections;

- (iii) have achieved sufficient academic merit to be awarded the Degree subject to the candidate making minor corrections within a period not exceeding three (3) months and confirmed by:
    - (A) Supervisor or;
    - (B) Supervisors and Internal Examiners;
  - (iv) have achieved enough academic merit to be awarded a Degree subject to the candidate making major corrections within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
  - (v) required to do further research and submit a thesis for re-examination within six (6) to twelve (12) months;
  - (vi) did not achieve academic merit in the thesis examination for the Doctorate Degree and can certify to the Committee of Examiners a Master's Degree;
  - (vii) does not achieve academic merit and certify to the Committee of Examiners that the candidate has failed the thesis examination and is not allowed to submit the thesis for re-examination.
- (c) Marks and grades will not be given in thesis examination and viva voce examination.
- (d) Candidates are required to attend a viva voce examination on their thesis. The Committee of Examiners has the authority to determine the method of conducting the viva voce examination. The Committee of Examiners may, if necessary, invite University teachers who are experienced and have expertise related to the candidate's field of research to attend the Committee of Examiners meeting and the candidate's viva voce examination.
- (e) The Committee of Examiners shall, after considering the examiner's report, candidate's thesis and viva voce examination, decide and certify to the Senate whether the candidate:
- (i) awarded distinction for the thesis subject to the conditions set in Regulation 62;
  - (ii) awarded a Doctoral Degree (With Distinction) subject to the prescribed conditions;
  - (iii) have achieved enough academic merit to be awarded a Degree without the need to make amendments/corrections;



- (iv) have achieved sufficient academic merit to be awarded a degree subject to the candidate making minor corrections as recommended within a period not exceeding three (3) months and confirmed by:
    - (A) Supervisor or;
    - (B) Supervisors and Internal Examiners;
  - (v) have achieved sufficient academic merit to be awarded a degree subject to the candidate making major corrections as suggested within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
  - (vi) required to do further research and submit his thesis for re-examination within six (6) to twelve (12) months from the Senate date;
  - (vii) does not achieve academic merit in the thesis examination for the Doctorate degree and can be certified to the Senate that a Master's Degree is awarded provided the candidate meets the requirements for the award of the Master's Degree;
  - (viii) does not achieve academic merit and it is certified to the Senate that the candidate has failed the thesis examination and is not allowed to submit the thesis for re-examination.
- (f) For the purpose of these regulations "further study" means revision and rewriting of the thesis including further research in the topic of the thesis. While "re-examination" means the re-evaluation of the candidate's thesis by the Committee of Examiners after undergoing further study.
  - (g) Subject to the provisions of sub-rule (1)(e)(vi) above, a candidate is only allowed to submit his thesis for re-examination only once.
  - (h) Candidates decided for further studies are required to attend and re-present the viva voce examination on their thesis for a second time.
  - (i) The decision of the Examination Committee meeting shall be based on the examiner's report and the candidate's performance during the viva voce and as far as possible be reached by unanimity. If a decision cannot be reached, an additional examiner may be appointed to help the Examination Committee make a decision.
- (2) The correction or revision of the thesis should be as follows:
    - (a) Candidates who are awarded a distinction thesis and/or are certified with a Doctoral Degree (With Distinction) or without having to make corrections/amendments in accordance with the provisions of

subparagraphs (1)(e)(i), (1)(e)(ii) and 1(e)( iii) above must submit his thesis within two (2) weeks. If the candidate fails to do so, the candidate will be considered to have failed the thesis examination unless in certain circumstances an extension period not exceeding two (2) weeks to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.

- (b) Candidates who are required to make corrections according to the provisions of subparagraphs (1)(e)(iv) and (1)(e)(v) above must submit their thesis before the end of the period set to make the corrections. If the candidate fails to do so, the candidate will be considered to have failed the thesis examination unless in certain circumstances an extension period not exceeding three (3) months to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.
- (c) According to sub-rules 2 (a) and (b), if the Dean of the Faculty is the candidate's supervisor, the appeal for the extension of the term is subject to the approval of the relevant Deputy Vice Chancellor.
- (d) Candidates who are required to undergo further study according to the provisions of subparagraph (1)(e)(vi) above must submit their thesis before the end of the period set to undergo further study. If the candidate fails to do so, the candidate will be deemed to have failed the thesis examination unless an extension to the prescribed period has been approved by the Senate upon the approval of the Committee of Examiners. For the purposes of this paragraph, the specified period will begin one day after the end of the specified further study period.
- (e) Theses that have been submitted for re-examination shall be sent to all relevant examiners for re-examination and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for consideration.
- (f) The Examining Committee shall, after considering the examiner's report, the candidate's thesis and the viva voce examination (if any), decide whether the candidate's thesis achieves sufficient merit or not to be awarded a Doctoral Degree. If the thesis does not achieve sufficient merit to be awarded a Doctorate Degree, the Committee of Examiners may recommend the candidate to be awarded a Master's Degree in the relevant field after being satisfied that the candidate's thesis has achieved sufficient merit to be awarded a Master's Degree:
  - (i) for this purpose, the Faculty shall determine the Master's Degree by research according to the candidate's field and thesis title; or

- (ii) for Faculties that do not offer a Master's program by Research, the candidate must be awarded a Master's Degree in Philosophy.
- (iii) All work resulting from the research must be submitted as a dissertation within a period set by the Committee of Examiners and meet all the requirements for the awarding of the relevant Master's Degree.

**39. Examination Evaluation of Study Program by Coursework**

(1) The evaluation method of course components should be as follows:

(a) Grading Scheme

(i) Examination assessment for course components shall be based on the grading scheme as follows:

Marks	Grade	Grade Points	Meaning
90.00 – 100.00	A+	4.00	High Distinction
80.00 – 89.99	A	4.00	Distinction
75.00 - 79.99	A-	3.70	
70.00 - 74.99	B+	3.30	Pass
65.00 - 69.99	B	3.00	
60.00 – 64.99	B-	2.70	Fail
55.00 – 59.99	C+	2.30	
50.00 - 54.99	C	2.00	
45.00 – 49.99	C-	1.70	
40.00 – 44.99	D+	1.50	
35.00 – 39.99	D	1.00	
0.00 - 34.99	F	0.00	

- (ii) All courses must be graded using A+ to F grades.
- (iii) The passing grade for all courses is B grade.
- (iv) Apart from the grades as shown in paragraph (i) above, the following grades can also be given to a candidate for a course he follows:

(A) Grade I, can be awarded when:

(aa) Candidates do not take the final exam for medical or humanitarian reasons; and/or

(bb) The candidate has not completed part of the course requirements in a given semester due to

medical or humanitarian reasons or reasons beyond the control of the candidate accepted by the relevant Examination Committee or approved by the Senate.

(cc) Candidates have not completed part of the course requirements for reasonable reasons.

(dd) Grade I awarded must be managed according to sub-rule (c) below.

(B) A grade of K is given for courses that are approved for credit transfer without a grade.

(C) Grade CT(APEL), given for courses approved for credit transfer without grade through APEL.C.

(D) Grade K1 is given for courses that are approved for course exemption.

(E) Grade P is given in each semester for progressive courses that are carried out consecutively until completing all the credits of the course. Other than for medical reasons, any candidate who does not complete a P grade will be given an F grade.

(F) Grade R is given for audited courses that meet the minimum 80% attendance requirement. Credit is not given for this grade.

(G) UR grades are given for audited courses that do not meet the minimum 80% attendance requirement. Credit is not given for this grade.

(H) Grade W is given for courses where the candidate has officially withdrawn from one or more courses in a given semester.

(I) Grade W1 is given for all courses when the candidate has officially withdrawn from a semester.

(J) Grade W2 is given for all courses when the candidate has officially withdrawn from the study program.

(b) Absence from Examination

Subject to the provisions stated in these regulations, a candidate who does not attend the final examination for any course shall be given a score of zero (0) for the final examination component of the course concerned.

(c) Management of Grade I

(i) Absent from Examination

(A) Where the candidate does not attend part or all of the examination for medical reasons or for humanitarian reasons i.e. misfortune or death of parents/in-laws and close relatives such as guardians, children, husband/wife, siblings, grandparents and others- other reasonable circumstances must submit a written application to the Faculty Dean for his case to be considered by the relevant Inspection Committee. In this situation, the case should be managed according to paragraph (B) below. If no written application is received, the case shall be held in accordance with sub-rule (b) above.

(B) A written application as stated in paragraph (A) above must be submitted to the Dean of the Faculty no later than two (2) working days from the date of the candidate's final examination paper. The written application shall be attached with:-

(aa) medical certificate and a doctor's report pertaining to the type of illness and the health condition of the candidate issued by a Registered Medical Practitioner from the Universiti Malaya Clinic/government hospital/teaching hospital/University of Malaya Medical Centre/Private Medical Centre due to medical reasons. Medical certificate and a doctor's report issued by any private clinic shall not be considered; or

(bb) A report from the District Officer/police officer who is the head of the district if could not attend part of or the whole of his examination due to compassionate reasons as stated in paragraph (A) above.

(C) Upon receipt of a written application as referred to in paragraphs (A) and (B) above, the Dean of the Faculty

of the candidate shall report the matter to the Committee of Examiners concerned. The Committee of Examiners after considering the case may decide whether:

- (aa) the candidate is given zero (0) mark for the final examination component of the course he did not attend; or
  - (bb) the candidate is given grade I and allowed to sit for the special examination for a course which the candidate did not attend. The Special Examination shall be held not later than two (2) weeks after the Committee of Examiners concerned has made its decision.
- (D) Notwithstanding the provisions in paragraph (C)(bb) above, in certain circumstances, the Dean of the Faculty may allow the postponement of the date of the Special Examination until not later than two (2) weeks after the commencement of the following semester. On medical reasons/psychology treatment/psychiatric treatment/prolonged chronic disease, the postponement in the date of the special examination may be granted until not more than four (4) Normal Semesters and two (2) Special Semesters consecutively.
- (ii) Incompletion of part of the course requirement for courses without final examination:
- (A) where the candidate has not completed part of the requirements of any course in a given semester as stated in Regulation 39(1)(a)(iv)(A)(bb), a written application must be submitted to the Faculty Dean no later than before the final examination the University begins and is accompanied by documents as in paragraph 39(1)(c)(i)(B)(aa) and 39(1)(c) (i)(B)(bb) for medical/humanitarian reasons or submit a letter applicable verification/support for reasons beyond the candidate's control.
  - (B) For the purposes of paragraph (A) above, candidates are required to complete part of the course requirements within one (1) week at the latest after the relevant Committee of Examiners makes its decision. However, in certain circumstances the Dean of the

candidate's Faculty may allow the postponement of the completion of the course requirements not past the fifteenth lecture week of the following regular semester.

- (iii) Candidates who have not completed part of the course requirements for reasonable reasons:
  - (A) Where the candidate has not completed part of the requirements of any course in a given semester as stated in Rule 39(1)(a)(iv)(A)(cc), one (1) written application must be submitted to the Dean Faculty before the end of the final examination period and accompanied by documents as in sub-regulation 39(1)(a)(iv)(B) for the purpose of attending conferences, competitions, training and other activities of interest either domestically or abroad; and
  - (B) For the purposes of sub-regulation (A) above, students are required to complete part of the course requirements no later than the fifteenth lecture week of the following Regular Semester.
- (iv) In circumstances where a candidate is given grade I as stated in sub-rule 39(1)(c)(i), (ii) and (iii) above:
  - (A) candidates are not charged any fees.
  - (B) When the candidate passes the Special Examination and/or has completed part of the course requirements, the grade obtained will be given to replace the grade I in the semester in which the candidate obtained the grade I.
  - (C) Candidates who do not take the Special Examination for the course when it is held and/or complete part of the requirements of the course within the specified period, the I grade for the course will be amended to the actual grade based on the candidate's achievement for the other components of the course;
  - (D) Candidates are not allowed to repeat the course under any circumstances until the grade I is dropped.
  - (E) The Committee of Examiners cannot under any circumstances consider any written appeal submitted

by the candidate after the Committee of Examiners has made its decision.

- (F) Regardless of what is stated in paragraph (E) above, any written appeal can only be taken into account for the purpose of reviewing the decision of the Committee of Examiners regarding the termination of the candidate's study program or graduation.

(2) The evaluation method of the research component for the Degree study program by Coursework is as follows:

- (a) through dissertation examination and viva voce examination.
- (b) dissertation must be examined, assessed and recommended by each examiner whether the candidate:
  - (i) have achieved enough academic merit to be awarded a degree without the need to make amendments/corrections;
  - (ii) have achieved sufficient academic merit to be awarded a degree subject to the candidate making minor corrections within a period not exceeding three (3) months and confirmed by:
    - (A) Supervisor; or
    - (B) Supervisors and Internal Examiners;
  - (iii) have achieved enough academic merit to be awarded a Degree subject to the candidate making major corrections within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
  - (iv) required to do further research and submit a dissertation for re-examination within six (6) to twelve (12) months;
  - (v) does not achieve academic merit and certify to the Committee of Examiners that the candidate has failed the dissertation examination and is not allowed to submit the dissertation for re-examination.
- (c) Marks and grades will not be given in the dissertation examination.
- (d) Candidates are required to attend a viva voce examination on their dissertation. The Committee of Examiners has the authority to determine the method of conducting the viva voce examination for the candidate's dissertation. The Committee of Examiners may, if necessary, invite University teachers who are experienced and have expertise related to the



candidate's research field to attend the Committee of Examiners meeting and the candidate's viva voce examination.

- (e) The Committee of Examiners shall, after considering the examiner's report, candidate's dissertation and viva voce examination, decide and certify to the Senate whether the candidate:
  - (i) Awarded Doctoral Degree (With Distinction) subject to the prescribed conditions;
  - (ii) have achieved enough academic merit to be awarded a Degree without the need to make amendments/corrections;
  - (iii) have achieved sufficient academic merit to be awarded a degree subject to the candidate making minor corrections as recommended within a period not exceeding three (3) months and confirmed by:
    - (A) Supervisor; or
    - (B) Supervisors and Internal Examiners;
  - (iv) have achieved sufficient academic merit to be awarded a degree subject to the candidate making major corrections as suggested within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
  - (v) required to do further research and submit his dissertation for re-examination within six (6) to twelve (12) months from the Senate date;
  - (vi) does not achieve academic merit and it is recommended to the Senate that the candidate has failed the dissertation examination and is not allowed to submit the dissertation for re-examination.
- (f) For the purpose of these regulations "further work" means revision and rewriting of the dissertation including further research in the dissertation topic. While "re-examination" means the re-evaluation of the candidate's dissertation by the Committee of Examiners after undergoing further study.
- (g) Subject to the provisions of sub-rule (2)(e)(v) above, a candidate is only allowed to submit his dissertation for re-examination once.
- (h) Candidates referred for further study are required to attend and re-present the viva voce examination on their dissertation for a second time.
- (i) The decision of the Committee of Examiners meeting shall be based on the examiner's report and the candidate's performance during the viva voce and as far as possible be reached by unanimity. If a decision cannot be

reached, an additional examiner may be appointed to help the Committee of Examiners make a decision.

- (j) The correction and revision of the dissertation should be as follows:
  - (i) a candidate who is certified as a Doctorate (With Distinction) or without having to make corrections/amendments in accordance with the provisions of subparagraphs (2)(e)(i) and (2)(e)(ii) above must submit his dissertation within two (2) week. If the candidate fails to do so, the candidate will be deemed to have failed the dissertation examination unless in certain circumstances an extension period not exceeding two (2) weeks to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.
  - (ii) Candidates who are required to make corrections according to the provisions of sub-rules (2)(e)(iii) and (2)(e)(iv) above must submit their dissertations before the end of the period set to make the corrections. If the candidate fails to do so, the candidate will be deemed to have failed the dissertation examination unless in certain circumstances an extension period not exceeding three (3) months to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.
  - (iii) According to paragraphs (i) and (ii) above, if the Dean of the Faculty is the candidate's supervisor, the appeal for the extension of the period is subject to the approval of the relevant Deputy Vice-Chancellor.
  - (iv) Candidates who are required to undergo further study according to the provisions of sub-regulation (2)(e)(v) above must submit their dissertation before the end of the period set to undergo the further study. If the candidate fails to do so, the candidate will be deemed to have failed the dissertation examination unless an extension to the prescribed period has been approved by the Senate upon the approval of the Committee of Examiners. For the purposes of this paragraph, the specified period will begin one day after the end of the specified further study period.
- (k) Dissertations that have been submitted for re-examination shall be sent to all relevant examiners for re-examination and a new report shall be prepared by each examiner and submitted to the Examination Committee for consideration.

#### 40. Mixed Mode Study Program Examination Evaluation

- (1) The evaluation method of the research component shall be as prescribed under the evaluation method for research study programs in Regulation 38.
- (2) The evaluation method of course components shall be as prescribed under the evaluation method for study programs by Coursework in Regulation 39.

#### 41. Clinical Study Program Examination Evaluation

- (1) The evaluation method of course components should be as follows:
  - (a) Grading Scheme
    - (i) Examination assessment for course components shall be based on the grading scheme as follows:

Marks	Grade	Meaning
90.00 - 100.00	A+	High Distinction
80.00 - 89.99	A	Distinction
75.00 - 79.99	A-	
70.00 - 74.99	B+	Pass
65.00 - 69.99	B	
60.00 - 64.99	B-	Fail
55.00 - 59.99	C+	
50.00 - 54.99	C	
45.00 - 49.99	C-	
40.00 - 44.99	D+	
35.00 - 39.99	D	
0.00 - 34.99	F	

- (ii) All courses shall be assessed using grade A+ until F.
- (iii) The passing grade for all courses is a grade B.
- (iv) Apart from the grades as stated in paragraph (i) above, the following grades may be given to a candidate of any courses attended by him:
  - (A) Grade I, may be awarded when:
    - (aa) a candidate did not take the final examination on medical or compassionate reasons; and/or
    - (bb) a candidate did not fulfil a part of the course requirements in a semester due to medical reasons or compassionate reasons or a situation

beyond the candidate's control that is accepted by the Committee of Examiners concerned.

(cc) Candidates have not completed part of the course requirements for reasonable reasons.

(dd) Grade I that is given shall be managed in accordance with subregulation (c) below..

(B) Grade K is given for courses that are approved for the transfer of credit without grade.

(C) Grade K1 is given for courses that are approved for course exemption.

(D) Grade P is given in each semester for progressive courses that are carried out consecutively until completing all the credits of the course. Other than for medical reasons, any candidate who does not complete a P grade will be given an F grade.

(E) Grade R is given for courses that are audited and meet the requirements set by the Faculty.

(F) UR grades are given for courses that are audited and do not meet the requirements set by the Faculty.

(G) Grade W is given for courses where the candidate has officially withdrawn from one or more courses in a given semester.

(H) Grade W1 is given for all courses when the candidate has officially withdrawn from a semester.

(I) Grade W2 is given for all courses when the candidate has officially withdrawn from the study program.

(b) Absent from Examination

Subject to the provisions set out in these regulations, a candidate who does not attend the final examination for any course shall be given a zero (0) mark for the final examination component of the course concerned.

(c) Management of Grade I

(i) Absent from Final Examination

- (A) Where the candidate does not attend part or all of the examination for medical reasons or for humanitarian reasons i.e. misfortune or death of parents/in-laws and close relatives such as guardians, children, husband/wife, siblings, grandparents and other circumstances that reasonable should submit a written application to the Faculty Dean for his case to be considered by the relevant Inspection Committee. In this situation, the case should be managed according to paragraph (B) below. If no written application is received, the case shall be held in accordance with sub-regulation (b) above.
- (B) A written application as stated in paragraph (A) above must be submitted to the Dean of the Faculty no later than two (2) working days from the date of the candidate's last examination paper. The written application shall be attached with:-
- (aa) A medical certificate and a doctor's report about the type of illness and the health condition of the candidate issued by a Registered Medical Practitioner from the Universiti Clinic /government hospital/teaching hospital/University of Malaya Medical Centre/Private Medical Centre due to medical reasons. A medical certificate and a doctor's report issued by any private clinic shall not be considered; or
- (bb) A related report / document from the district officer / police officer who is the head of his district or the relevant responsible party if he does not attend part or all of his examination due to humanitarian reasons as in paragraph (A) above.
- (C) After receiving a written application as mentioned in paragraphs (A) and (B) above, the Dean of the candidate Faculty must report the matter to the relevant Examination Committee. The Inspection Committee after considering the case may decide whether:

- (aa) Candidates are given a zero (0) mark for the final exam component of the course they did not attend; or
    - (bb) The candidate is given grade I and is allowed to sit for the special examination set by the Faculty for the course he did not attend after the relevant Committee of Examiners has made its decision.
  - (D) Regardless of what is provided in paragraph (C) (bb) above, in certain circumstances the Faculty Dean may allow the postponement of the special examination date. For reasons of psychological treatment /psychiatric treatment/prolonged chronic illness, postponement of the re-examination date may be granted up to no more than four (4) Regular Semesters and two (2) Special Semesters consecutively.
- (ii) Not completing part of the course requirements for a course without a final examination:
- (A) Where the candidate has not completed part of the requirements of any course in a given semester as stated in Regulation 41(1)(a)(iv)(A)(bb), a written application must be submitted to the Faculty Dean no later than before the final examination The University begins and is accompanied by documents as in paragraph 41(1)(c)(i)(B)(aa) and 41(1)(c)(i)(B)(bb) for medical/humanitarian reasons or submit a letter applicable verification/support for reasons beyond the candidate's control.
  - (B) For the purposes of paragraph (A) above, candidates are required to complete part of the course requirements as set by the Faculty after the relevant Examination Committee makes its decision. However, in certain circumstances, the Dean of the candidate's Faculty may allow the postponement of the completion of the course requirements at a specified time not past the next regular semester.
- (iii) Candidates who have not completed part of the course requirements for reasonable reasons:
- (A) Where the candidate has not completed part of the requirements of any course in a given semester as

stated in Rule 41(1)(a)(iv)(A)(cc), one (1) written application must be submitted to the Faculty Dean before the the final examination is over and accompanied by documents as in sub-rule 41(1)(c)(i)(B) for the purpose of attending conferences, competitions, training and other activities of interest either domestically or abroad; and

- (B) For the purposes of sub-regulation (A) above, students are required to complete part of the requirements of the course no later than the fifteenth lecture week of the next Regular Semester.
- (iv) In circumstances where a candidate is given grade I as stated in sub-rule 41(1)(c)(i), (ii) and (iii) above:
- (A) Candidates are not charged any fees.
  - (B) When the candidate passes the special examination and/or has completed part of the course requirements, the grade obtained will be given to replace the grade I in the semester in which the candidate obtained the grade I.
  - (C) Candidates who do not take the special examination for the course when it is held and/or complete part of the requirements of the course within the specified period, the I grade for the course will be amended to the actual grade based on the candidate's achievement for the other components of the course;
  - (D) Candidates are not allowed to repeat the course under any circumstances until the grade I is dropped.
  - (E) The Committee of Examiners cannot under any circumstances consider any written appeal submitted by the candidate after the Examination Committee has made its decision.
  - (F) Regardless of what is stated in paragraph (E) above, any written appeal can only be taken into account for the purpose of reviewing the decision of the Committee of Examiners regarding the termination of the candidate's study program or graduation.

- (2) The evaluation method of the research component for the Clinical Degree study program shall be as follows:
- (a) through dissertation examination and viva voce examination.
  - (b) dissertation must be examined, assessed and certified by each examiner whether the candidate:
    - (i) have achieved enough academic merit to be awarded a Degree without the need to make amendments/corrections;
    - (ii) have achieved sufficient academic merit to be awarded a degree subject to the candidate making minor corrections within a period not exceeding three (3) months and confirmed by:
      - (A) Supervisor; or
      - (B) Supervisors and Internal Examiners.
    - (iii) have achieved sufficient academic merit to be awarded a degree subject to the candidate making major corrections within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
    - (iv) required to do further research and submit a dissertation for re-examination within six (6) to twelve (12) months;
    - (v) does not achieve academic merit and certify to the Examining Committee that the candidate has failed the dissertation examination and is not allowed to submit the dissertation for re-examination.
  - (c) Marks and grades will not be given in the dissertation examination.
  - (d) Candidates are required to attend a viva voce examination on their dissertation. The Committee of Examiners has the authority to determine the method of conducting the viva voce examination for the candidate's dissertation. The Committee of Examiners may, if necessary, invite University teachers who are experienced and have expertise related to the candidate's research field to attend the Committee of Examiners meeting and the candidate's viva voce examination.
  - (e) The Committee of Examiners shall, after considering the examiner's report, candidate's dissertation and viva voce examination, decide and certify to the Senate whether the candidate:
    - (i) awarded a Doctoral Degree (with Distinction) subject to the prescribed conditions;



- (ii) have achieved enough academic merit to be awarded a degree without the need to make amendments/corrections;
  - (iii) have achieved sufficient academic merit to be awarded the Degree subject to the candidate making minor corrections as suggested within a period not exceeding three (3) months and confirmed by:
    - (A) Supervisor; or
    - (B) Supervisors and Internal Examiners.
  - (iv) have achieved sufficient academic merit to be awarded the Degree subject to the candidate making major corrections as suggested within a period not exceeding six (6) months and confirmed by the Supervisor and Internal Examiner;
  - (v) required to do further research and submit his dissertation for re-examination within six (6) to twelve (12) months from the Senate date;
  - (vi) does not achieve academic merit and it is recommended to the Senate that the candidate has failed the dissertation examination and is not allowed to submit the dissertation for re-examination.
- (f) For the purpose of these regulations "further work" means revision and rewriting of the dissertation including further research in the dissertation topic. While "re-examination" means the re-evaluation of the candidate's dissertation by the Examining Committee after undergoing further study.
- (g) Subject to the provisions of sub-rule (2)(b)(v) above, a candidate is only allowed to submit his dissertation for re-examination once.
- (h) Candidates referred for further study are required to attend and re-present the viva voce examination on their thesis for a second time.
- (i) The decision of the Committee of Examiners meeting shall be based on the examiner's report and the candidate's performance during the viva voce and as far as possible be reached by unanimity. If a decision cannot be reached, an additional examiner may be appointed to help the Committee of Examiners make a decision.
- (j) The correction and revision of the dissertation should be as follows:
- (i) Candidates who are certified Doctoral Degree (With Distinction) without having to make corrections/amendments according to the provisions of subparagraphs (2)(e)(i) and (2)(e)(ii) above must submit their dissertation within two (2) weeks. If the candidate fails to do so, he will be considered to have failed his dissertation examination unless in certain circumstances an extension period not exceeding two (2) weeks to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.

- (ii) Candidates who are required to make corrections according to the provisions of sub-rules (2)(e)(iii) and (2)(e)(iv) above must submit their dissertations before the end of the period set for making the corrections. If the candidate fails to do so, the candidate will be considered to have failed the dissertation examination unless in certain circumstances an extension period not exceeding three (3) months to the prescribed period has been approved by the Dean of the Faculty. Any appeal after this extended period is subject to the approval of the Senate upon the approval of the Committee of Examiners.
  - (iii) According to sub-rules (i) and (ii), if the Dean of the Faculty is the candidate's supervisor, the appeal for a period extension is subject to the approval of the relevant Deputy Vice-Chancellor.
  - (iv) Candidates who are required to undergo further study according to the provisions of sub-regulation (2)(e)(v) above must submit their dissertation before the end of the period set to undergo the further study. If the candidate fails to do so, the candidate will be considered to have failed the dissertation examination unless an extension to the prescribed period has been approved by the Senate upon the approval of the Committee of Examiners. For the purposes of this paragraph, the specified period will begin one day after the end of the specified further study period.
- (k) Dissertations that have been submitted for re-examination shall be sent to all relevant examiners for re-examination and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for consideration.

#### **42. Management of Marks and Grades**

- (1) Marks and grades for courses shall be presented to the Committee of Examiners within the period prescribed by the University. Final marks and grades for a course for each candidate are as approved by the Committee of Examiners.
- (2) For candidates who pursue the programme by Coursework and Mixed Mode (course component), the final grade for a course after the final examination at the end of each semester shall be communicated to the candidates according to the method prescribed by the University.
- (3) For candidates pursuing the programme by Clinical, the final grade for a course after every professional examination shall be communicated to the candidates according to the method prescribed by the University.
- (4) The Registrar or his representative is responsible for keeping the official records of a candidate and to release the following to each candidate:
  - (a) the results of the examination for his programme of study; and

- (b) the academic record of the candidate after the completion of his programme of study.

#### 43. Determination of Academic Performance (except for Programme of Study by Clinical)

- (1) The academic performance of a candidate in a semester is determined by the GPA and CGPA. GPA is calculated by dividing the total grade points obtained by the total credit taken in a semester.
- (2) The CGPA is calculated by dividing the total grade points obtained by the total credit for all courses taken beginning from the first semester to the current semester. An example of GPA and CGPA calculation:

Example of GPA and CGPA Calculation:

Course	Grade	Grade Point	Credit	Credit X Grade Point
<b>Semester I</b>				
Course 1	A+	4.00	3	3 X 4.00 = 12.00
Course 2	B+	3.30	3	3 X 3.30 = 9.90
Course 3	B-	2.70	3	3 X 2.70 = 8.10
Course 4	B	3.00	3	3 X 3.00 = 9.00
<b>Total</b>			<b>12</b>	<b>39.00</b>
Credit counted : 12		Total Grade Point : 39.00		
Total credits accumulated: 12		Total Grade Point Obtained : 39.00		
GPA = 39.00/12 = <b>3.25</b>				
<b>Semester II</b>				
Course 5	B+	3.30	3	3 X 3.30 = 9.90
Course 6	B	3.00	3	3 X 3.00 = 9.00
Course 7	B-	2.70	3	3 X 2.70 = 8.10
Total			9	27.00
Credit counted : 9		Total grade point: 27.00		
Total credits accumulated: 21		Total grade point obtained: 66.00		
GPA = 27.00/9 = <b>3.00</b>		CGPA = 66.00/21 = <b>3.14</b>		

- (3) For the purpose of paragraphs (1) and (2) above, the value of GPA and CGPA in a semester cannot be rounded up without any amendment to the marks of any course registered in the semester concerned.
- (4) Grade points and credit for a course that are obtained in a semester shall be included in the calculation of the GPA and CGPA for that semester.
- (5) Determination of GPA and CGPA based on Credit Counted and completion of his degree based on Credit Obtained are as stated in the following table:

Grade	Determination of GPA and CGPA		Completion of Degree
	Credit Obtained	Credit Counted	
A+ to B	Yes	Yes	Yes
B- to F	No	Yes	No
K, CT(APEL)	Yes	No	Yes
I, P, W, W1, W2, R, UR, K1	No	No	No

\* Note: Not applicable for clinical programs.

- (6) Courses given grades I and P will not be given credit until the actual grade of that course is obtained in the semester concerned.
- (7) Notwithstanding anything mentioned in paragraphs (1) to (6) above, the calculation of CGPA for a candidate repeating the failed course, the best grade point will be taken into account.
- (8) In the circumstances where any candidate who has been found guilty and punished under Rules 6 and 8(a) to (d) of the University of Malaya (Discipline of Students) Rules 1999, a zero (0) mark with grade F will be given for the course concerned as determined by the Senate.

#### **44. Academic Probation Period**

- (1) Any candidate with a GPA of below 3.00 in a semester will be given the result Probation for that semester concerned and be placed in an Academic Probationary Period in the next following semester where the candidate registers. This period will remain until the candidate's GPA achieves 3.00.
- (2) When a candidate is placed in an Academic Probationary Period in a semester, the Dean of the Faculty or the Deputy Dean of Postgraduate shall caution the candidate concerned about his academic observation status.

## **45. Academic Dishonesty**

- (1) Academic dishonesty may occur in various forms including but not limited to:
  - (a) plagiarism
    - (i) the act of taking an idea, writing, data or invention of another person (including any form of artificial intelligence) and claiming that the idea, writing, data or invention is the result of his own creation or invention; or
    - (ii) an attempt to show or the act of showing, in any way, that he is the original source or creator of an idea, writing, data or invention which is actually taken from some other source.
  - (b) false excerpt – quoting sources which never have been used or linking the work produced with reference materials which were never referred to or the source obtained;
  - (c) falsifying information – fabricating or changing the data in order to create confusion, for example, changing data to obtain a better experimental result;
  - (d) conspire or abet – copying the work of another candidate, asking someone else to write a person's assignment, or allowing another student to borrow his work;
  - (e) cheating in exams – bringing or having access to books or any material in any form or format illegally during an examination or assessment or in any assignment which would be used by the lecturer/ examiner as the basis of assessment, and
  - (f) contract cheating and disguising – the work of a candidate was completed by another person, usually including a payment to the third party but would be submitted as his own work.
- (2) Any candidate who is found committing an act which amounts to academic dishonesty can be subject to disciplinary action by the University.

## **46. Failed and Terminated from Programme of Study**

- (1) candidate is termed as failed and terminated from the programme of study if:
  - (a) he does not achieve at least a minimum passing grade for the core course including compulsory courses by the Faculty after three attempts;
  - (b) obtains a GPA of less than 3.00 for three (3) consecutive semesters including Special Semester (if any);

- (c) the candidate's progress report is unsatisfactory for two (2) consecutive times without considering the candidature status of the candidate;
  - (d) obtained a failed result in the Candidature Defense presentation session two (2) times;
  - (e) fail the thesis or dissertation and viva voce examinations; or
  - (f) failed to complete the requirements and graduation requirements of his study program within the prescribed maximum period.
  - (g) Any candidate who appeals and is readmitted will be terminated from his studies if he obtains a CGPA of less than 3.00 in the semester in which the candidate is readmitted.
  - (h) Any candidate who appeals and is re-admitted will be terminated from his studies if the result of the progress report is unsatisfactory in the semester in which the candidate is re-admitted.
- (2) A candidate may also be terminated from his study program if:
- (a) the candidate is found to have plagiarized his thesis or dissertation as decided by the Committee;
  - (b) the candidate was found to have given false information pertaining to his admission to the University or committed any academic dishonesty other than that stipulated in the University of Malaya (Discipline of Students) Rules 1999; or
  - (c) did not register for the course for two (2) consecutive times.
- (3) The Senate may use its discretion to terminate the registration of any candidate at any time if the Senate deems the candidate incapable of continuing his program of study. The candidate's name shall be dropped from the University's student register and the candidate shall cease to be a University student. The decision of the Senate made in accordance with the provisions of subrule 6(5) is final.
- (4) Failure of a candidate to clear all fees and other payments within the period set by the University may result in the candidate being barred from registering for the following semester and his status as a University student may be terminated.
- (5) When a candidate is terminated from his study program, a termination notice must be sent to the candidate by the University.

#### **47. Minimum Requirement for Academic Performance for Coursework Component (except for Programme of Study by Clinical)**

To fulfil the minimum requirements for academic performance at the University, a candidate shall obtain a GPA and CGPA of not less than 3.00 for each semester until the completion of his studies.

#### **48. Repeating a Failed Course**

- (1) A candidate who fails any Core courses is required to repeat the same course until he achieves at least a passing grade subject to the maximum duration of his candidature. The best grade point will be taken into account for the calculation of the CGPA.
- (2) A candidate who fails any Elective course, may repeat the same course or take another course in the same category as replacement to the failed course. Calculation of CGPA is as follows:

The CGPA calculation is as follows:

- (a) for a candidate repeating the same course, the best grade point will be taken into account; and
  - (b) for a candidate taking a different course as replacement, the grade point of that course will be taken into account cumulatively.
- (3) Notwithstanding anything stated in paragraphs (1), if a candidate obtained a fail grade for three (3) times for the same course, the candidate shall be terminated from his programme of study.

#### **49. Special Examination**

- (1) The Special Examination for the purpose of replacing Grade I will only be given to candidates subject to the approval of the Committee of Examiners.
- (2) For the purpose of subregulation (1) above, Special Examination refers to:
  - (a) any final examination held after the original date of examination as stipulated in the Examination Schedule; and/or
  - (b) any other suitable form of assessment which is given to candidate with physical disability who are unable to take the examination on the recommendation of the Faculty concerned in order to replace the examination that has been determined.
- (3) In the event of emergency or unforeseen circumstances that affect the conduct of the final examination, the Vice-Chancellor may, after considering the recommendation

from the Dean of the Faculty concerned, give permission for the Special Examination to be held and it shall be reported to the Senate as soon as possible.

- (4) A candidate who does not take the whole or part of the special examination of a course registered without reasons that are acceptable by the Committee of Examiners will be given zero (0) mark for the special examination concerned.

## **50. Other Matters Related to Examination**

- (1) Examination Invigilators

Examination invigilators shall be responsible to the Deputy Vice-Chancellor concerned.

- (2) General instructions for Examination

General instructions for Examination is issued from time to time by the University. Each examination conducted by the University is subject to the General instructions for Examination as specified in Schedule 2 of this Regulations.

- (3) Illness during examination

A candidate who falls ill at the time of the examination shall report to the chief invigilator or any invigilator who is on duty. He shall then arrange for the candidate to be examined immediately by the Registered Medical Practitioner of the Universiti Malaya Clinic or University of Malaya Medical Centre or Government Hospital. The Doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded to the Dean of the Faculty as soon as possible but not later than two (2) days from the date of the candidate's last examination paper.

- (4) Examination Results

- (a) Results of all University examinations shall be submitted for the approval of the Senate or to any other party duly authorized by the Senate.

- (b) The date of the official notification is the date when the results of the examination are notified to the candidate by the Examination and Graduation Section through any methods and/or any channels as may be prescribed by the University.

- (5) Confidentiality in Examination Matters

All matters relating to the examination, including the appointment of examiners, examiners' reports and exam scores are confidential and will not be disclosed to any party except with the permission of the University.



**PART IX**  
**APPEAL**

**51. Appeal Against Examination Results**

- (1) Candidates who are not satisfied with their examination results including the continuous assessment component and/or final course examinations may appeal for a review of the examination results. Appeals must be made within seven (7) days from the date of the official announcement of the examination results.
- (2) A fee at the prescribed rate shall be charged to process appeals for review of final examination results. The fee will not be refunded whether the appeal is successful or not.
- (3) Appeals must be made in the form prescribed by the University. The completed form must be submitted to the Dean of the Faculty together with a copy of the receipt showing that payment for the appeal has been made.
- (4) An appeal form will not be accepted if it:
  - (a) submitted after the period stipulated in subregulation (1);
  - (b) incomplete; or
  - (c) submitted without the payment receipt
- (5) When an appeal is received, the Dean of the Faculty shall appoint a second examiner for the course concerned. The original examiner and the appointed second examiner shall review the answer script and/or any assessment component for the said course and report the results of the review to the Faculty Appeals Committee.
- (6) The Faculty Appeals Committee will decide whether the mark and/or grade of the said candidate is retained or amended. The original examiner and the second examiner concerned may attend the Faculty Appeals Committee's meeting if needed.
- (7) The Faculty Appeals Committee shall make recommendations of any amendments of marks and/or grades of the candidate to the Committee of Examiners for their approval.

**52. Appeal to Review Examination Results of Thesis or Dissertation**

- (1) A candidate who is not satisfied with the examination results of the thesis or dissertation may appeal in writing to the University within one (1) month from the date of notification of examination results.
- (2) The candidate's appeal will be considered by the Deputy Vice-Chancellor concerned. If the candidate's appeal does not merit consideration, the candidate will be informed

that his appeal was rejected. If the candidate's appeal merits consideration, the appeal will be brought to the Special Senate Committee to review the examination results of the thesis or dissertation and submit its recommendation to the Senate. In situations where the Special Senate Committee believes that the appeal should be rejected, the candidate's appeal does not need to be submitted to the Senate. The decision of the Special Senate Committee is final.

- (3) The Special Senate Committee shall comprise of the Deputy Vice-Chancellor concerned as Chairman and two (2) members of the Senate from the Science and Arts field.
- (4) A candidate of the Doctoral Degree by Mixed Mode who has failed the examination for the coursework component may appeal for review of examination results as provided in Regulation 52.

### **53. Appeal to Continue with Studies**

- (1) candidate who has failed and exited from a course examination may appeal in writing to continue his studies to the Dean of the Faculty concerned within one (1) semester from the date of notification of his examination results. The candidate's appeal will not be considered if the candidate exceeds the specified period.
- (2) The candidate's appeal will be reviewed and considered by the Faculty Appeals Committee before recommended to the University Appeals Committee.
- (3) Subject to subregulation (1) above, the following appeals will not be reconsidered:
  - (a) a candidate whose appeal has been approved, and failed and exited in the semester in which the candidate was re-admitted; or
  - (b) the candidate's appeal was rejected by the University Appeals Committee.
  - (c) The semester in which the candidate does not register will be taken into account in the study period.

Academic administration charges will be charged for all semesters back with a failed exit status until the last semester the student is still in studies.

### **54. Appeal to Activate Candidature**

- (1) Candidates whose candidature is forfeited due to failure to register for a course, may submit an appeal to the Dean of the Faculty no more than two (2) semesters from the semester that has been forfeited to continue their studies. Appeals must be made in accordance with the procedures set by the University.

If the appeal is approved:

- (a) Candidates are required to pay Service Fees and fines for the semester in which the candidate is given Lapsed status, and

- (b) The semester in which the candidate missed will be taken into account in the study period. Academic administration charges will be charged for all semesters back with a failed exit status until the last semester the student is still in studies.
- (2) Approval to activate candidature can only be given if the candidature expiration period does not exceed two (2) semesters at any one time, subject to the remaining candidature period remaining. Candidates whose appeal is approved must pay a fine according to the rate set by the University.

#### **55. Appeal to Extend Maximum Duration of Candidature**

- (1) A candidate whose maximum candidature period is about to expire but still requires time to complete the thesis or dissertation, may submit an appeal to extend the maximum period of his candidature to the Dean of the Faculty. The appeal shall be made in the last semester before his candidature lapses and shall be made in accordance with the procedure as prescribed by the University.
- (2) Extension of the maximum duration of candidature may be given until three (3) semesters depending on the candidate's progress. The candidate's status after the expiry of maximum extension period is "Failed and Exit".

#### **56. Membership of the Faculty Appeals Committee**

- (1) The Faculty level Appeals Committee comprises of:
  - (a) Dean of the Faculty as Chairman;
  - (b) Faculty's Deputy Dean of Postgraduate;
  - (c) Head of Department concerned;
  - (d) Programme Coordinator concerned; and
  - (e) Full-time University language lectures appointed by the Faculty.
- (2) If the Dean of the Faculty for any reason is unable to perform his duties as the Chairman of the Faculty Appeals Committee, the Faculty's Deputy Dean of Postgraduate may perform the duties of the Dean as Chairman of the Appeals Committee at the Faculty.
- (3) The quorum of the Faculty Appeals Committee shall comprise of Chairman and two (2) members.

#### **57. Powers of the Faculty Appeals Committee**

- (1) The Faculty Appeals Committee shall consider and approve the matters below:

- (a) appeal from a candidate who obtained unsatisfactory status in his Progress Report for two (2) consecutive semesters without considering the candidature status' after 'semesters; and
  - (b) appeal from a candidate who has failed twice (2) in his Candidature Defence presentation.
- (2) The Faculty Appeals Committee shall consider and recommend to the Committee of Examiners of any amendments on marks and/or course grade for approval.
- (3) The Faculty Appeals Committee shall consider and recommend to the University Appeal Committee as below:
- (a) appeal from a candidate that has failed and exited studies according to regulation 46(1)(a), b), (f) and (g) based on academic achievement except for subregulation 46(1)(e) which is directed to the Special Senate Committee;
  - (b) appeal of candidates whose extension period has expired after the expiry of the maximum period of candidature.

Regardless of what is stated in Rule 57(3)(b), the Deputy Vice-Chancellor may make a decision to the contrary; and

- (c) appeal of candidates who have completed their studies due to not completing course registration in two (2) consecutive semesters.

## **PART X**

### **READMISSION TO THE DEGREE PROGRAMME OF STUDY**

#### **58. Readmission to the Degree Programme of Study**

- (1) A candidate who has withdrawn from his programme of study may apply for consideration for readmission to the previous degree programme of study or any other higher degree programme of study in the University.
- (2) A candidate who pursued the Doctoral Degree programme of study by Research and Mixed Mode whose candidature was terminated for the following reasons, may apply to be considered for readmission for his programme of study subject to the condition that the candidate enrolls to different research topic and supervised by a different supervisor and does not use any data from the previous research:
  - (a) has failed in all forms of assessment including the examination;
  - (b) his candidature lapsed due to failure to register for a course; or
  - (c) has exceeded the maximum duration of candidature.

- (3) A candidate who pursued a Doctoral Degree programme of study by Coursework or by Clinical that was terminated for the following reasons may apply to be considered for readmission to a different degree programme of study:
- (a) studies was terminated due to failure in the examination;
  - (b) his candidature has lapsed due to failure to register for a course; or
  - (c) has exceeded the maximum duration of candidature

## **PART XI** **GRADUATION**

### **59. Programme of Study by Research**

Candidates must meet the following requirements for the purpose of graduation for a program of study by research:

- (1) has achieved sufficient academic merit and has passed in the examination of his thesis or dissertation and viva voce;
- (2) has fulfilled other requirements determined by the Faculty where the candidate is pursuing his programme of study;
- (3) has fulfilled the language requirements as prescribed; and
- (4) has fulfilled the other requirements approved by the Senate from time to time.

### **60. Programme of Study by Coursework and Mixed Mode**

A candidate shall fulfil the following requirements that has been stipulated for a programme of study by Coursework and Mixed Mode:

- (1) Fulfil the requirements of the coursework component, that is:
  - (a) achieves a final CGPA of 3.00 and above;
  - (b) completes the number of credits as prescribed for his Doctoral programme;
  - (c) fulfils the Faculty requirements, if any, where he is registered for his Doctoral programme;
  - (d) fulfils the language requirements as prescribed for his Doctoral programme; and
  - (e) fulfils the other requirements approved by the Senate from time to time.

- (2) For a programme of study by coursework, the number of credits required for the purpose of graduation is at least 2/3 from the total number of credits for his programme of study and shall be obtained from courses carried out by this University except for University collaborative programmes and professional programmes governed by the respective professional body concerned.
- (3) For programme of study by mixed mode, shall fulfil the requirements of the research component, as prescribed in Regulation 59.

#### **61. Programme of Study by Clinical**

candidate shall meet the following requirements for the purpose of graduation for a programme of study by Clinical:

- (1) passes the prescribed examination for the Doctoral Degree programme by Clinical concerned;
- (2) fulfils other requirements set by the Faculty, if any, for the Doctoral Degree programme by Clinical concerned;
- (3) fulfils the language requirements, if any, prescribed for the Doctoral Degree programme by Clinical concerned; and
- (4) fulfils other requirements approved by Senate from time to time.

#### **62. Distinction Thesis Award**

Candidates for the programme of study by Research and by Mixed Mode are entitled to be awarded a distinction thesis if they fulfil the conditions below:

- (1) the thesis is first submission for examination;
- (2) not exceeding the maximum duration of study;
- (3) recommended as excellent by one of the examiners in the examiner's report;
- (4) the performance of the candidate during viva voce examination is excellent;
- (5) the research output has been published or accepted for publication as prescribed for the requirement for graduation of the programme; and
- (6) recommended by the Committee of Examiners.

### **63. Conferment of Doctoral Degree (With Distinction)**

(1) Programme of Study by Research and by Mixed Mode

A candidate who has met the requirements for graduation as provided in Regulations 59 and 60 may be awarded a Doctoral Degree (With Distinction) if he:

- (a) has achieved a final CGPA of 3.70 and above;
- (b) has never failed any courses;
- (c) has never repeated any courses throughout his programme of study;
- (d) the thesis is recommended as Excellent by the Committee of Examiners based on the examiners' report;
- (e) the thesis and coursework component has been completed and submitted by the candidate for examination not exceeding six (6) semesters from the date of the candidate's initial registration;
- (f) the thesis is his first submission for examination; and
- (g) fulfils all other requirements determined by the Faculty from time to time.

(2) Programme of Study by Coursework

A candidate who has met the requirements for graduation as provided in Regulation 60 may be awarded the Doctoral Degree (With Distinction) if he:

- (a) has achieved a final CGPA of 3.70 and above;
- (b) has never failed any courses;
- (c) has never repeated any courses throughout his programme of study;
- (d) has completed the programme of study for the coursework component within a period not exceeding four (4) Normal Semesters from the first semester of registration of the candidate;
- (e) the dissertation is recommended as Excellent by the Committee of Examiners based on the examiner's report;
- (f) the dissertation is completed and submitted by the candidate for examination in a period not exceeding six (6) Regular Semesters from the beginning semester of the candidate's registration; and
- (g) never submitted for re-examination pursuant to rule 39(2)(e)(v).

(3) Programme of Study by Clinical

candidate who has met the requirements for graduation as provided in Regulation 62 may be awarded a Doctoral Degree (With Distinction) if:

- (a) has achieved at least a grade A for all the Core Courses in the professional examination;
- (b) has never failed any courses;
- (c) has never repeated any courses throughout his programme of study;
- (d) has completed the programme of study within a period not exceeding six (6) Normal Semesters from the first semester of registration of the candidate;
- (e) the dissertation is recommended as Excellent by the Committee of Examiners based on the examiner's report; and
- (f) the dissertation has never been submitted for re-examination.

**64. Aegrotat Award**

Notwithstanding Regulations 59, 60 and 61 above, in a situation where a candidate is unable to complete his programme of study due to medical reasons or have passed away may be considered to be given an Aegrotat Award. The award shall be managed as set out in Schedule 3 to this Regulation.

**PART XII**  
**GENERAL**

**65. Non-graduating Candidate**

The Dean of the Faculty is given the authority to enrol any person as a non-graduating candidate subject to the following requirements:

- (1) not more than one calendar year if the candidate is conducting a research or not more than one academic session if the candidate is taking a course; and
- (2) the total number of courses that may be taken by the non-graduating candidate cannot be more than two-thirds of the total maximum number of credit assigned to a candidate pursuing a Degree programme of study in any one semester.

**66. Mobility Programme Candidate**

- (1) The Faculty Dean is authorized to approve applications for candidates to participate in the Mobility Program.



- (2) For candidates from external universities/institutions who are admitted (inbound) to follow the Mobility Program at the University are subject to the following conditions:
  - (a) no more than one calendar year if it conducts research or no more than one academic session if it follows a course.
  - (b) can register for any course and can sit for the University final exam. The exam results will be given to the candidate or can be sent directly to the candidate's home university or institution.
- (3) For University candidates who follow the Mobility Program (outbound) at other universities/institutions are subject to the regulations of those universities/institutions.

### **67. Auditing Courses**

- (1) The Dean of the Faculty is given the authority to allow a candidate to audit courses subject to the following requirements:
  - (a) obtaining the approval of the teacher in charge of the course; and
  - (b) not more than one academic session
- (2) The lecturer will verify that the candidate has fulfilled the criteria determined by the Faculty for a programme of study by Clinical or the minimum requirement of eighty percent (80%) attendance for a programme of study by research, by mixed mode and by coursework for the candidate to be eligible to be awarded a grade R for the audited course and recorded in the academic transcript. Grade UR will be given to the candidates who do not fulfill 80% of attendance.
- (3) It is not allowed for the candidate to audit for a course to sit for the examination of the course.

### **68. Authority of the Senate**

The Senate has the authority to make, repeal or amend any regulations related the Degree programme of study as provided under these Regulations. Any new regulations, repeal or amendment to the said regulations shall be announced to the candidate before the commencement of the candidate's academic session.

### **69. Exemption from Application**

Notwithstanding anything that is stated in these Regulations, the Senate has the right to exempt the application of these Regulations or any provisions of these Regulations to any Degree programme of study of the University.

**70. Compliance to the Universities and University Colleges Act 1971, the Constitution of University of Malaya, Statute, Rules and Regulations of the University**

Every candidate is subject to all the provisions under the Universities and University Colleges Act 1971, the Constitution of the University of Malaya, Statute, other rules and regulations currently applicable in the University including the University of Malaya (Discipline of Students) Rules 1999.

**71. Repeal**

Subject to Regulation 1(3), the Universiti Malaya (Doctoral Degree) Regulations 2019 are hereby cancelled.

Approved by Senate 26.09.2024.

**SCHEDULE 1  
(Regulation 3)**

**ACADEMIC PROGRAMME AND SPECIAL ADMISSION REQUIREMENTS**

1. Academic programme and special conditions for admission to the **Doctor of Philosophy** programme are as follows:

(1) Academic Programme

The Doctor of Philosophy programme is done through courses and production of a thesis.

(2) Admission Requirements

(a) Admission requirements for the programme of Doctor of Philosophy by Research - [Rule 3(1)] are as follows:

- (i) Master's Degree by Research;
- (ii) Clinical Master's Degree;
- (iii) Master's Degree by Coursework or Mixed Mode with CGPA not less than 3.70;
- (iv) Master's Degree by Coursework or Mixed Mode with CGPA not less than 3.00 to 3.69; or
- (v) Master's Degree by Coursework or Mixed Mode with a GPA of 2.00 to 3.69 AND a Bachelor's Degree qualification with a GPA of not less than 3.00;
- (vi) A Master's Degree by Coursework or Mixed Mode with a GPA of 2.00 to 3.69 AND a Bachelor's Degree qualification with a GPA of 2.50 to 2.99 can be considered if meeting at least one (1) of the following criteria:
  - (A) have at least three (3) years of work experience in the relevant field;
  - (B) produce publications in relevant fields;
  - (C) is a scholarship recipient;

(D) is a graduate of the Universiti Malaya;

(E) is an employee of a government agency;

(F) Pass the interview by the Faculty; or

(G) Pass the Faculty's special assessment

or

(vii) A Master's Degree by Coursework or Mixed Mode with a GPA of 2.00 to 3.69 and a Bachelor's Degree qualification with a GPA of 2.00 to 2.49 can be considered if they have relevant work experience of not less than five (5) years and meet at least one (1) ) criteria if a University graduate or two (2) criteria if a non-University graduate listed below:

(A) produce at least one (1) publication in a refereed journal in a relevant field;

(B) Pass the interview by the Faculty; or

(C) Pass the Faculty's special assessment.

(viii) Bachelor's degree for the qualification Accreditation of Prior Experiential Learning for Access (APEL.A) and other qualifications approved by the Senate.

(b) English Language Requirement is as follows:

(i) Entry Requirements

(A) A non-citizen applicant who wishes to follow a degree programme of study shall fulfil the English Language competency requirement determined by the University if he obtained his degree from a university or institution of higher learning which does not use English Language as the medium of instruction for the relevant degree.

(B) English Language competency requirement for non-citizen applicants are as follows:

(aa) (aa) obtained a score of 46 for the internet-based total (IBT-Center based) for the Test of English as a Foreign Language (TOEFL) or a score of 8 for the TOEFL Essentials (Online);  
or

(bb) obtain a minimum band score of 5.5 and above for the International English Language Testing System (IELTS) (Academic)

- (cc) scores according to the respective program standards if higher than (aa) and (bb); or
  - (dd) If the standard of the program that states the TOEFL or IELTS (Academic) score is lower than the University's minimum score, the programs must follow the minimum score that has been set by the University as stated in (aa) or (bb).
  - (ee) obtain a minimum score of 51 for the Pearson Test of Academic English (PTE Academic)
  - (ff) obtained a score of 160 for the Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online, or a score of 200 for the Occupational English Test (OET) (Conventional/Online) ;
  - (gg) obtain a minimum band of 4.0 for the Malaysian University English Test (MUET).
- (C) Regardless of what is provided in paragraph (B) is subject to Senate approval and based on the requirements of the Doctoral Degree program, the Faculty may consider qualifications/competence in English other than those stated in paragraph (B) above.
- (D) Non-citizen applicants with the following backgrounds are exempt from the prescribed English language qualification requirements:
- (aa) comes from a Country that uses English as the National Language;
  - (bb) use an academic qualification from an institution that uses English as the medium of instruction entirely; or
  - (cc) have studied in Malaysia and intend to continue their studies to a higher level subject to condition (bb).
  - (dd) come from Indonesia, Brunei, Singapore and Southern Thailand who follow a study program that uses a language similar to Bahasa Melayu.
- (ii) Graduation Requirements

- (A) Non-citizen applicants who follow a study program and/or write a thesis in a language other than English, i.e. Bahasa Melayu and Arabic related to their research field before graduation are required:
  - (aa) obtained a minimum score of 30 for the internet-based total (IBT-Centre based) or a score according to the respective program standard for TOEFL or a score of 5 for TOEFL Essentials (Online); or
  - (bb) obtained at least band 4.0 or band according to the respective program standard for IELTS (Academic); or
  - (cc) obtained a minimum score of 36 for the Pearson Test of Academic English (PTE Academic); or
  - (dd) obtained a score of 140 for Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online.
  - (ee) Candidates who wish to change their thesis writing from Malay or Arabic to English are required to meet condition 1(2)(b)(i)(B) before being awarded the degree.

- (c) Admission of an applicant shall be at the Faculty's discretion. However, in certain circumstances the Dean of the Faculty may, upon the certification of the Deputy Dean responsible for Higher Degree program affairs and the Head of Department, admit a person who meets the qualifications as in item 1(2).

2. The academic program and admission requirements for the **Doctor of Public Health Programme** are as follows:

(1) Academic Programme

This Doctoral programme is done through courses, research and production of a thesis.

(2) Admission Requirements

- (a) Admission requirements to pursue a Doctor of Public Health programme by Mixed Mode - [Rule 3 (1)] are as follows:
  - (i) Master's Degree in Public Health from UM with a minimum CGPA of 3.00 or other equivalent qualification recognized; or
  - (ii) Possess a Medical Bachelor and Bachelor of Surgery or other equivalent medical degrees from an accredited university; and

- (iii) Posses relevant working experiences with minimum one year or certain period of time stipulated by the department from time to time.
- (b) English language requirement are as follows:
- (i) Entry Requirements
    - (A) A non-citizen applicant who wishes to follow degree a programme of study at the University shall fulfil the English Language competency requirement determined by the University if he obtained his degree from a university or institution of higher learning which does not use English as the medium of instruction for the relevant degree.
    - (B) The English Language competency requirement for non-citizen applicants are as follows:
      - (aa) obtained a score of 60 for the internet-based total (IBT-Center based) for the Test of English as a Foreign Language (TOEFL) or a score of 8.5 for the TOEFL Essentials (Online); or
      - (bb) obtained a minimum band score of 6.0 or a band according to the program standard for the International English Language Testing System (IELTS) (Academic).
      - (cc) score according to program standards if higher than (aa) and (bb).
      - (dd) If the standard of the program that states the TOEFL or IELTS (Academic) score is lower than the University's minimum score, the programs must follow the minimum score that has been set by the University as stated in (aa) and (bb);
      - (ee) obtain a minimum score of 59 for the Pearson Test of Academic English (PTE Academic);
      - (ff) obtained a score of 169 for the Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online, or a score of 250 for the Occupational English Test (OET) (Conventional/Online) ;
      - (gg) obtain a minimum band of 4.0 for the Malaysian University English Test (MUET).

(C) Regardless of what is provided in paragraph (B) is subject to Senate approval and based on the requirements of the Doctoral Degree program, the Faculty may consider qualifications/competence in English other than those stated in paragraph (B) above.

(D) Non-citizen applicants with the following backgrounds are exempt from the prescribed English language qualification requirements:

(aa) comes from a Country that uses English as the National Language;

(bb) use an academic qualification from an institution that uses English as the medium of instruction entirely; or

(cc) have studied in Malaysia and intend to continue their studies to a higher level subject to condition (bb).

(c) Admission of an applicant shall be at the Faculty's discretion. However, in certain circumstances, the Dean of the Faculty may, upon the approval of the Deputy Dean responsible for Higher Degree program affairs and Head of Department, admit a person who meets the qualifications as in item 2(2).

3. The academic program and admission requirements for the Doctor of Dental Public Health Program are as follows:

(1) Academic program

This Doctoral program is done through courses, research and produce a dissertation.

(2) Admission Requirements

(a) Admission requirements to follow the Doctor of Dental Public Health degree program in Mixed Mode [Method 3 (1)] are as follows:

(i) Master's Degree in Community Oral Health from UM with a minimum qualification of CGPA 3.00 or other qualifications equivalent to it; or

(ii) Master's Degree in Dental Public Health other than Master's in Community Oral Health from UM must have a Bachelor's Degree in Dental Surgery or other qualifications equivalent to it; and

(iii) Applicants with qualifications other than a Master's Degree in Community Oral Health from UM must pass any other requirements set by the Faculty from time to time.

(b) The English language qualifications are as follows:

(i) Admission Requirements



(A) Non-citizen applicants who wish to follow a degree program at the University are required to meet the English language competency requirements set by the University if they obtain their degree from a university or higher education institution that does not use English as the medium of instruction for the degree in question

(B) English language competency requirements for non-citizen applicants are as follows:

(aa) obtained a score of 60 for the internet-based total (IBT-Center based) for the Test of English as a Foreign Language (TOEFL) or a score of 8.5 for the TOEFL Essentials (Online); or

(bb) obtained a minimum band score of 6.0 or a band according to the program standard for the International English Language Testing System (IELTS) (Academic).

(cc) score according to program standards if higher than (aa) and (bb).

(dd) If the standard of the program that states the TOEFL or IELTS (Academic) score is lower than the University's minimum score, the programs must follow the minimum score that has been set by the University as stated in (aa) and (bb);

(ee) obtained a minimum score of 59 for the Pearson Test of Academic English (PTE Academic);

(ff) obtained a score of 169 for the Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online, or a score of 250 for the Occupational English Test (OET) (Conventional/Online);

(gg) obtain a minimum band of 4.0 for the Malaysian University English Test (MUET).

(C) Regardless of what is provided in paragraph (B) is subject to Senate approval and based on the requirements of the Doctoral Degree program, the Faculty may consider qualifications/competence in English other than those stated in paragraph (B) above

(D) Non-citizen applicants with the following backgrounds are exempt from the prescribed English language qualification requirements:

(aa) comes from a Country that uses English as the National Language;

(bb) use an academic qualification from an institution that uses English as the medium of instruction entirely; or

(cc) have studied in Malaysia and intend to continue their studies to a higher level subject to condition (bb).

(b) The admission of an applicant shall be at the discretion of the Faculty. However, in certain circumstances, the Dean of the Faculty may, upon the approval of the Deputy Dean responsible for Higher Degree program affairs and Head of Department, admit a person who meets the qualifications as in item 3(2).

4. Academic programme and entry requirements for the **Doctor of Business Administration** programme are as follows:

(1) Academic Programme

This Doctoral Programme programme is done through courses, research and production of a dissertation.

(2) Admission Requirements

(a) Admission requirements to pursue a Doctorate of Business Administration programme by Coursework - [Rule 3 (1)] are as follows:

(i) Bachelor's and Master's degrees in related fields as below with CGPA not less than 3.00 or the equivalent from a recognized University as accepted by the Senate;

- (A) Business Management
- (B) Marketing
- (C) Finance
- (D) Logistics
- (E) Statistics
- (F) Information System Information
- (G) Psychology
- (H) Economy
- (I) Accounting
- (J) Operations

AND

Full time working experience in the management field for not less than five (5) years.

AND

Pass the interview and assessment set by the Faculty.

(ii) Master's and Bachelor's degrees not in related fields with a GPA of not less than 3.00 can be considered if they meet at least one (1) of the following criteria:

(A) produce publications in relevant fields;

(B) is a scholarship recipient;

(C) is a graduate of the Universiti Malaya;

(D) is an employee of a government agency;

(E) Is a graduate from a top 100 ranked university in the latest QS World University Ranking.

AND

(iii) Full-time work experience of not less than six (6) years;

AND

Pass the interview and assessment set by the Faculty.

(iv) Master's and Bachelor's degrees **in related fields** with CGPA 2.70 to 2.99 can be considered if they meet at least one (1) of the following criteria:

(A) produce publications in relevant fields;

(B) is a scholarship recipient;

(C) is a graduate of the Universiti Malaya;

(D) is an employee of a government agency;

(E) is a graduate from a top 100 ranked university in the latest QS World University Ranking.

AND

Full-time work experience of not less than six (6) years.

AND

Pass the interview and assessment set by the Faculty.

(v) Master's and Bachelor's degrees in related fields with a CGPA of 2.00 to 2.69 can be considered if they meet at least two (2) of the following criteria:

- (A) produce publications in relevant fields;
- (B) is a scholarship recipient;
- (C) is a graduate of the Universiti Malaya;
- (D) is an employee of a government agency;
- (E) is a graduate from a top 100 ranked university in the latest QS World University Ranking.

AND

Full-time work experience of not less than six (6) years.

AND

Pass the interview and assessment set by the Faculty.

(vi) Bachelor's Degree for the qualification Accreditation of Prior Experiential Learning for Access (APEL.A) and other qualifications approved by the Senate; or

(vii) Qualification Accreditation of Prior Experiential Learning for Qualification (APEL.Q).

(b) English Language requirements are as follows:

(i) Entry Requirements

(A) A non-citizen applicant who wishes to follow a degree programme of study shall fulfil the English competency requirement determined by the University if he obtained his degree from a university or institution of higher learning which does not use English as the medium of instruction for the relevant degree.

(B) English language competency requirements for non-citizen applicants are as follows:

(aa) obtained a minimum score of 79 for the internet-based total (IBT- Center based) for the Test of English as a Foreign Language (TOEFL) or a score of 9.5 for the TOEFL Essentials (Online); or

(bb) obtained a minimum band score of 6.5 or a band according to the program standard for the English Language Testing System (IELTS) (Academic).

(cc) score according to program standards if higher than (aa) and (bb);

(dd) If the standard of the program that states the TOEFL or IELTS (Academic) score is lower than the University's minimum score, the program must follow the minimum score that has been set by the University as stated in (aa) and (bb);

(ee) obtained a minimum score of 63 for the Pearson Test of Academic English (PTE Academic);

(ff) obtained a score of 176 for the Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online, or a score of 250 for the Occupational English Test (OET) (Conventional/Online) ;

(gg) obtained a minimum band of 4.5 for the Malaysian University English Test (MUET).

(C) Regardless of what is provided in paragraph (B) is subject to Senate approval and based on the requirements of the Doctoral Degree program, the Faculty may consider qualifications/competence in English other than those stated in paragraph (B) above.

(D) Non-citizen applicants with the following backgrounds are exempt from the prescribed English language qualification requirements:

(aa) comes from a Country that uses English as the National Language;

(bb) use an academic qualification from an institution that uses English as the medium of instruction entirely; or

(cc) have studied in Malaysia and intend to continue their studies to a higher level subject to condition (bb).

(c) Admission of a candidate shall be at the Faculty's discretion. However, in certain circumstances the Dean of the Faculty may, upon the approval of the Deputy Dean responsible for postgraduate program affairs and the Head of Department, admit a person who meets the qualifications as in item 4(2).

5. The Academic Program and admission requirements for the **Clinical Doctorate program at the Faculty of Dentistry** are as follows:

(1) Academic Programme

This Doctoral Programme is done through courses, research and production of a dissertation.

(2) Admission Requirements

(a) Admission requirements for the Doctoral programme by Clinical at the Faculty of Dentistry - [Rule 3 (1)] are as follows:

(i) The minimum qualifications for admission to the Doctoral Degree programme of study by Clinical are:

(A) Master's of Oral Science from UM or other equivalent qualifications in the related field; and

(B) Bachelor of Dental Surgery which is accredited and recognized or an equivalent degree; and

(i) have at least two (2) years of working experience in the field of clinical dentistry after being awarded with a Bachelor's Degree; and

(iii) An applicant who has a qualification other than the Master's of Oral Science from UM shall pass an interview and other requirements set by the Faculty from time to time.

(b) English Language Requirement is as follows:

(i) Entry Requirements

(A) A non-citizen applicant who wishes to follow a degree programme of study at the University shall fulfil the English Language competency requirement determined by the University if he obtained his degree from a university or institution of higher learning which does not use English as the medium of instruction for the relevant degree.

(B) English Language competency requirement for non-citizen applicants are as follows:

- (aa) obtained 60 for the internet-based total (IBT- Center based) for the Test of English as a Foreign Language (TOEFL) or a score of 8.5 for the TOEFL Essentials (Online); or
  - (bb) Obtain a minimum band score of 6.0 or band according to the respective program standard for the International English Language Testing System (IELTS) (Academic).
  - (cc) scores according to the respective program standards if higher than (aa) and (bb).
  - (dd) If the standard of the program that states the TOEFL or IELTS (Academic) score is lower than the University's minimum score, the programs must follow the minimum score that has been set by the University as stated in (aa) and (bb);
  - (ee) obtain a minimum score of 59 for the Pearson Test of Academic English (PTE Academic);
  - (ff) obtained a score of 169 for the Cambridge English Qualifications and Tests B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency, B2 Business Vantage, C1 Business Higher, Linguaskill Online, or a score of 250 for the Occupational English Test (OET) (Conventional/Online) ;
  - (gg) obtain a minimum band of 4.0 for the Malaysian University English Test (MUET).
- (C) Regardless of what is provided in paragraph (B) is subject to Senate approval and based on the requirements of the Doctoral Degree program, the Faculty may consider qualifications/competence in English other than those stated in paragraph (B) above.
- (D) Non-citizen applicants with the following backgrounds are exempt from the prescribed English language qualification requirements:
- (aa) comes from a Country that uses English as the National Language;
  - (bb) use an academic qualification from an institution that uses English as the medium of instruction entirely; or

(cc) have studied in Malaysia and intend to continue their studies to a higher level subject to condition (bb).

- (c) Admission of an applicant shall be at the Faculty's discretion. However, in certain circumstances, the Dean of the Faculty may, upon the approval of the Deputy Dean responsible for Higher Degree program affairs and Head of Department, admit a person who meets the qualifications as in item 5(2).



## GENERAL EXAMINATION INSTRUCTIONS

### 1. INSTRUCTIONS TO EXAMINATION CANDIDATES/STUDENTS

#### (1) EXAMINATION TIMETABLE

Candidates/students need to observe and take note of:

- (a) The date, time, place and mode of examination of each course as stated in the Examination Time Table displayed on the student portal. Any amendments will be displayed on the student portal and also around the exam hall/Faculty.
- (b) The official examination schedule is determined as follows:
 

MORNING SESSION (1)	: 8:30 (0830) AM
MORNING SESSION (2)	: 11:30 (1130) AM
EVENING SESSION (3)	: 3:00 (1500) PM
NIGHT SESSION (4)	: 8:15 (2015) PM

#### (2) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD

Candidates must bring along their self-identification document (Identity Card/Passport and Student Registration Card) in order to make them eligible to sit for their respective examinations. Candidates who do not bring any self-identification document (Identity Card/Passport and Student Registration Card) will be requested to fill up the form that has been prescribed by the University at the examination location.

If the examination is conducted in an online mode, the candidates/students have to comply with the procedure providing self-identification for purposes of sitting for the examinations as prescribed under the directions by the University or the respective Responsibility Centres.

#### (3) PROHIBITIONS AND PROCEDURES FOR EXIT/ENTRY OF THE EXAMINATION HALL

- (a) Candidates/students are **NOT ALLOWED** to enter or bring into the examination hall any of the following matters:-
  - i) wearing any clothing that covers the face other than a face mask, clothes that are impolite and inappropriate for the situation, for example: slippers, hats, shorts and gloves except for medical students in clinics and laboratories;
  - ii) books, papers, brochures, photographs or any other documents or items except items/materials authorized by the Inspector/Supervisor/Chief Superintendent;

- iii) if carrying any communication device, i.e. mobile phones or electronic devices (including those with covers) or gadgets such as calculators, smart watches, ear plugs, tablets, laptops, electronic dictionaries with memory capacity, candidates /students should make sure it is turned off and placed under the table;
- iv) personal items such as laptops, bags (any type of bag including handbags, wallets, money bags, etc.), cigarettes including electronic cigarettes (vapes), prohibited food and drinks except bottled water/mineral water small transparent should be left outside the examination hall.

If the candidate/student commits or gets carried away with anything mentioned in para 3(a) above, the candidate/student **MAY** be asked to leave the examination hall by the Invigilator/Chief Invigilator if they refuse to do so.

If the examination is conducted in online mode, the candidate/student is not allowed to have access to the book or any material in any form or format or to have access to any unauthorized access except as permitted for the course concerned.

(b) Candidates/students are **NOT ALLOWED** to take out of the examination hall any of the following items: -

- i) question papers and attachments supplied except with the permission of the Invigilator/Chief Invigilator;
- ii) exam answer book (which has been or has not been used);
- iii) student exam answer scripts and/or multiple choice question (MCQ) papers;
- iv) examination materials supplied (such as deed books, log books and the like);
- v) examination attendance slip;

If the examination is conducted in online mode, candidates/students are not allowed to make duplicate copies or download in any form and format, the questions and answer scripts of the examination except as permitted or directed accordingly for the relevant course.

- (c) The procedure to exit/enter the examination hall is as follows:-
- i) candidates/students **are not allowed to enter** the examination **hall 30 minutes after the examination begins**. Howsoever, candidates/students who are late but not later than the 30 minutes time limit may be allowed to enter with the permission of the Chief Invigilator and will not be given extra time for the examination for the paper concerned;
  - ii) candidates/students are **not allowed to leave** the examination hall within **the first 30 minutes after the examination begins AND 15 minutes before the examination ends**;
  - iii) candidates/students are **not** to leave the examination hall until the Chief Invigilator has made the announcement to do so.
  - iv) Candidates are responsible for sitting in the spaces provided for each examination paper;

If the examination is conducted using the online mode, the candidates/students are required to comply with the instructions that have been laid down regarding the attendance or access to the relevant link and the time period which has been set to conduct the said examination.

The failure of a candidate/student to comply with the said instructions which have been laid down and complete the examination within the time period which has been determined, it then becomes the responsibility of the candidate/student, unless the candidate/student can prove that he was facing a technical problem which was beyond his control.

#### **(4) INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL**

- (a) Candidates/students **CANNOT**-
- (i) receive any books, papers, brochures or pictures or any other documents and electronic/telecommunication devices from anyone, except goods/materials allowed by and supplied by the Examiner/Invigilator/Chief Invigilator ;
  - (ii) communicate and interact with one another in any way during the examination. If candidates/students want to speak to the Examiner/Invigilator/Chief Invigilator , candidates/students must raise their hands;

- (iii) leave the examination hall unless with the permission of the Examiner/ Invigilator/Chief Invigilator. If candidates/students want to go to the toilet, the candidates/students must raise their hands. The candidates/students will be accompanied by the identified staff/examination assistant.

If the examination is conducted using the online mode, candidates/students are not allowed to contact or communicate with any other students or any other persons, using any method or medium of communication save as is allowed or instructed for the subject concerned.

- (b) Once seated, or after having access to the examination access or link (for examinations conducted using the online mode), the **CANDIDATES/STUDENTS MUST-**

- (i) fill in the attendance details in the Attendance Slips and put it together with self-identification document on the right-hand corner of the table to be collected by the Invigilators, or fill in the attendance details according to the format instructed (if the examination is conducted using the online mode);
- (ii) comply with all instructions listed on the front page of the question paper and answer booklet and write any information needed on the answer booklet. All outlines of answers must be made in the answer booklet only. Candidates/students are not allowed to tear/separate any part of the answer booklet. If the examinations are conducted using the online mode, candidates/students have to comply with the instructions to answer the questions as has been determined.
- (iii) **CANDIDATES/STUDENTS ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET.**

**(5) INSTRUCTIONS AFTER THE END OF EXAMINATION**

- (a) **CANDIDATES/STUDENTS MUST** take note and take the following actions after the Examiner/Invigilator/Chief Invigilator announces the end of each examination-
  - (i) stop writing;
  - (ii) bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and

- (iii) place the answer booklet on the right-hand corner of their respective examination tables to allow the Examiner/Invigilator/Chief Invigilator to collect the answer booklet
- (b) If the examination is conducted using the online mode, the candidates/students are required to submit or produce the answers according to the format or medium and within the duration as has been prescribed for the subject concerned.

## **2. SUSPENSION OR CANCELLATION OF EXAMINATION**

- (1) If the Vice-Chancellor has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
- (2) If a situation arises where the Examiner/Invigilator/Chief Invigilator is of the opinion the cancellation or postponement of an examination is required, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Vice-Chancellor.
- (3) If the examination is conducted using the online mode, and the Vice-Chancellor is satisfied that cheating or leakage has occurred in the examination or there was an occurrence of an incident which has resulted in the examination being unfair to any candidate/student, the Vice-Chancellor may issue an order to consider the examination that took place as null and void and order a new examination be held or a different form of assessment be held.

## **3. COMPLAINTS ABOUT EXAMINATION**

- (1) If, in the opinion of the Examiner/Invigilator/Chief Invigilator , during the examination, a situation arises which makes the examination unfair to any candidate/student, he shall report the matter to the Vice-Chancellor
- (2) Any examination candidate/student, teacher or any staff of the University may complain to the Vice-Chancellor that the examination had been carried out incorrectly.
- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, or that another

form of assessment should be held, and that examination or assessment shall be considered as the examination or assessment as prescribed under any Rule or Regulation that governs the relevant course.

- (4) Any complaint by any teacher of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, must be made to the Vice-Chancellor and the Vice-Chancellor shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate

#### **4. DISCIPLINARY ACTION FOR NON-COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS**

Disciplinary action will be taken against candidates/students who violate any of the instructions set out in the General Examination Instructions or additional instructions in force from time to time.

**AEGROTAT AWARD**

1. Where a student has completed at least two-thirds of the work required for the programme of study, to the satisfaction of the Senate but has been prevented by illness or other sufficient cause from completing the programme of study, the Senate may confer the student an Aegrotat Award in the Faculty concerned.
2. An Aegrotat Award is conferred without class or distinction and it does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study concerned.
3. Application for consideration for the grant of an Aegrotat Award must be made by the student, student's family or next of kin in writing to the Dean of the Faculty not later than one week after the end of the student's final examination paper. The written application must be accompanied by a medical report issued by the Doctor of University Malaya Medical Centre, government hospital or private medical centre.
4. The Committee of Examiners concerned shall lay before the Senate a report on the student's work in his programme of study which must show beyond reasonable doubt that he or she would have obtained the degree but for the illness or event which occurred.
5. For coursework and mixed-mode programmes of study, the student must have completed at least two-thirds of the credits required. In the case of research programme of study, the student must have completed sufficient literature review, laboratory work, papers and/or publication and thesis/dissertation draft or other accessible evidence to indicate that, he or she would have satisfied requirements for the programme of study, had the incapacity not intervened.
6. No student may be granted an Aegrotat Award on more than one occasion.
7. a student dies before completing the programme of study, the Senate may, upon the recommendation of the Committee of Examiners concerned and upon such conditions as it shall think fit, confer a posthumous Aegrotat Award.
8. Application for consideration for the posthumous grant of an Aegrotat Award must be made by the deceased student's family or next of kin, in writing to the Dean of the Faculty within a year from the death of the student.