

**ACADEMIC RULES FOR MASTER'S OF PSYCHOLOGY PROGRAMME (CLINICAL)
SULTAN IDRIS EDUCATION UNIVERSITY
(JOINT DEGREE PROGRAMME BY COURSEWORK MODE)**

Implementing the power conferred by Paragraph 29, the Constitution of Sultan Idris Education University (Graduate Studies Programme), the Senate of Sultan Idris Education University has determined the following rules :

1. Name, Start Commencement and Application

- 1.1 These rules are named Academic Rules for the Master's of Psychology (Clinical) Programme Sultan Idris Education University (Joint degree Programme by Coursework Mode) 2019.
- 1.2 These rules shall apply to all students of Sultan Idris Education University who have participated in the joint degree programme with Sultan Idris Education University (UPSI) - Universiti Sains Malaysia (USM).

2. DEFINITIONS

In these rules unless the content of its sentences require another meanings:

"Academics" means the university teaching staffs who work full-time with permanent or contract positions.

"Faculty" means any centre of study which offers academic programmes and courses.

"Compulsory Attendance" means any course or activity in which attendance is compulsory.

"Degree" means an award presented by the university to a student who has fulfilled the requirements of graduation.

"Institute of Graduate Studies" means the centre of study established by the University under section 21 (1) of the University Constitution to manage, administer and coordinate the Graduate Studies Programme.

"Graduate Studies Committee" means a committee established in the University to supervise the Graduate Studies Programme chaired by the Vice-chancellor.

"The Faculty Graduate Studies Committee" means the committee established in the faculty to supervise the Graduate Studies Programme chaired by the Dean of the respective faculty.

"Academic Dishonesty" means actions taken on students who violate Article 8 Sultan Idris Education University (Students Discipline) 1999.

"Coursework" means a course implementation method which requires graduate students to do assignments, tests and other forms of assessment.

"Counted Credit" means credit taken into account in GPA and CGPA recognition.

“Passed Credit” means the credit earned for a passing course.

“Course” means a unit of study that leads to a number of credit hours normally offered and completed in a semester.

“Audit Course” means courses taken for study purposes but course credits are not calculated in the CGPA calculation. Students who audit courses, must attend all lectures/tutorials/practicals and complete all assignments (compulsory to pass) but do not have to sit for final examination (if any). If students do not fulfill the requirements of audit courses, their names will be dropped from the audit list. **[Senate-144 No. 7/2016]**

“Specialization Course” is a course identified in certain fields.

“Elective Courses” are courses that can be chosen from the Research Methodology courses, Educational Courses and Specialization Field courses from any faculty.

“Research Methodology Courses” are Research Methodology courses set by the University for students to enrol.

“Education Courses” are courses related to educational knowledge offered by any Faculty especially the Faculty of Education and Human Development.

“Mode of Study” is a structure for master’s study offered by the university including Master in Research, Master’s in Research and Coursework and Master’s in Course Work.

“Allied states” are countries which use Malay language as a medium of instruction. For examples Indonesia, Singapore, Brunei and Southern Thailand.

“Student” means a person who is registered to enroll in the Graduate Studies Programme in Sultan Idris Education University.

“Examiner” means an academic of the university appointed by the faculty and recommended by the Senate to evaluate students’ work and examination scripts.

“Academic Adviser” means an academic appointed by a faculty to advice on academic matters of a student.

“Course Registration” means students registration via an online system at the beginning of each semester based on a calendar approved by the Senate.

“Semester Registration” means students registration via an online system in each semester of study to activate themselves as university students.

“Assessment” means any form of assessment to measure students academic achievements.

“Supervisor” means an academic proposed by a faculty to supervise and examine research project and practicum.

“CGPA” (Cumulative Grade Point Average) means the average set of grade points earned for all semesters that have been followed.

“GPA” (Grade Point Average) means the average grade points earned in a semester.

“Examination” means any form of assessment to measure students academic achievement organized by the University.

“Study Programme” means a group of courses, training and research or a combination of course, training and research planned and offered to meet the requirements for the award of a Master’s degree approved by the Senate.

“Senate” means the highest body with final authority over all academic matters established pursuant to the provisions of section 20 (1) of the Sultan Idris Education University Constitution 1998.

“Student Information System” means a system built and regulated by IGS for the data storage and student records.

“Registration Slip” means a slip containing course information registered by students.

“Examination Slip” means a slip containing examination information and should be brought along to the hall/examination room.

“Programme Structure” means the arrangement of programmes offered by the Institute of Graduate Studies based on the mode of study.

“Study Period” means the period of time set for students to complete the Master’s study structure.

“University” means Sultan Idris Education University.

3. ENTRY QUALIFICATION

- 3.1 Bachelor’s Degree (Psychology) or an equivalent degree from a recognized university with a minimum CGPA of 2.75 out of 4.00; or
- 3.2 Other qualifications recognized by the Senate; and
- 3.3 Meet the special requirements of the programme set by the relevant faculty if applicable.
- 3.4 International student candidates are required to pass TOEFL 550 or IELTS 6.0.
- 3.5 Candidates must pass interviews and tests set by the university.

4. APPLICATION

- 4.1 Applications must be made online.
- 4.2 The application must be filled completely and correctly, and comply with all the conditions or requirements as stated in the form concerned.
- 4.3 The University reserves the right to reject applications that do not comply with the required conditions or arrive later than the set closing date.

5. PROGRAMME STRUCTURE

5.1 Studies involve courses, preparation of research projects and practicum.

6. REGISTRATION

6.1 Student must register the semester by paying a fee on the date set for each semester according to the structure of the study programme offered by the University.

6.2 Semester registration must be made on the date set at the beginning of the semester to enable students to follow the courses as registered in the semester.

6.3 Delay in semester registration on the due date will be fined.

7. ADJOURNMENT OF ADMISSIONS

7.1 Candidates can defer admission for a period of two (2) semesters (as student recruitment for the joint degree is made once a year).

7.2 Application for deferment of admission must be made in writing to the Dean of the Institute of Graduate Studies through the faculty within two (2) weeks after the day of admission.

7.3 If the candidate fails to apply for a deferment within the stipulated period, the offer will be void.

8. REGISTRATION OF COURSES

8.1 Students must register for course as offered in accordance with the conditions and calendar set by the Senate.

8.2 Registration of credit hours for full-time and part-time students is based on a study plan set by the faculty.

8.3 Delay in course registration by students after the second week of lectures will be fined.

9. ADJOURNMENT OF STUDIES

9.1 Students can apply for deferment of studies from the Institute of Graduate Studies with the support of the faculty.

9.2 Approval for deferment of studies is subject to the consent of the Faculty before being forwarded to the Institute of Graduate Studies.

9.3 The period for deferment of study is two (2) consecutive semesters (based on student intake made only once a year) except for health reasons (which allow the deferment of studies to be made beyond a period of two (2) semesters).

9.4 Students who apply for deferment of studies due to health reasons must first obtain a certification from the government doctor or university medical officer or University Panel doctor.

- 9.5 Application of deferment of studies for other than health reasons can also be considered and certified by the faculty before being forwarded to the Institute of Graduate Studies. Application must be submitted the latest by the 7th week of academic calendar of the semester.
- 9.6 Period of study during deferment period due to health reasons is not taken into account in the calculation of the maximum period of study.
- 9.7 During the deferment of studies, students lose their status as the university students until they re-register for their studies.
- 9.8 Students who have completed the approved deferment period are required to re-register their studies.

10. CHANGE OF FIELD OR PROGRAMME

- 10.1 Student may apply for change of field/programme with faculty verification and approval of change of field/programme for Master's degree by coursework students only need to be decided at the IGS level provided that the faculty has made a verification of approval. **[Senate - 136 No. 11/2015].**
- 10.2 Application for change of field or programme must be submitted no later than semester three (3) of study. Applications made after the period will not be considered.
- 10.3 The University reserves the right to offer programmes offered in each semester.
- 10.4 This exchange is allowed only once during the duration of study. Students are not allowed to apply to revert to the original field or programme after obtaining the approval.
- 10.5 Students who have changed fields or programme still have to pay tuition fees based on the structure of the new field fee or programme followed even though the amount of tuition fees paid while following the original programme is higher.

11. ADD AND DROP OCOURSES

- 11.1 Students are allowed to add courses after receiving advice and support from academic advisers within two (2) weeks from the date of the semester starts.
- 11.2 Students are allowed to drop courses that have been registered within seven (7) weeks from the date of the semester starts.
- 11.3 Add or drop courses shall be based on the plan of study set by the faculty.
- 11.4 Delays in adding courses after the second week or dropping courses after the seventh week of the semester will be fined.

12. PERIOD OF STUDY

- 12.1 The period of study for full-time students is a minimum four (4) semesters (2 years) and a maximum of eight (8) semesters (4 years).
- 12.2 The period of study for part-time students is a minimum of six (6) semesters (3 years) and

a maximum of 12 semesters (6 years) ten (10) semesters (5 years).

12.3 Change of study status is allowed only two (2) times during the study period. The University reserves the right to offer the status of the study offered in each semester.

12.4 Application for change of study status must be made no later than before the final semester of the student begins.

13. RESIDENTIAL CONDITIONS

14.1 Students must fulfill the residential conditions set as follows:

Study Status	* Residential Conditions
Full-time	Students should be on a campus/field physically subject to the discretion of the Dean/Deputy Dean (except for international students registered for the Special Programme).
Part-time	Students should be on a campus/field physically subject to the discretion of the Dean/Deputy Dean.

*Subject to the needs of programme and faculties

[Senate-162 No. 1/2018]

14. LECTURE ATTENDANCE

14.1 Students are required to attend all the meetings specified for certain courses in forms of lectures/tutorials/practicals, including compulsory attendance determined by the faculty.

14.2 Students who do not meet the rules mentioned above for any course without reasons acceptable to the Senate, are not allowed to sit for exams for the respective courses.

14.3 Students who do not fulfil 80% attendance of lectures/tutorials/practicals will be barred from the examination.

15. CREDIT TRANSFER

15.1 Students can apply for a credit transfer for courses from any institution certified by the Senate.

15.2 Approval for credit transfer will be decided by the Faculty's Graduate studies committee.

15.3 The maximum amount for credit transfer is twelve (12) credits, except for research method courses.

15.4 Courses to be transferred credits must have a minimum grade "B" and the duration of the course taken does not exceed 5 years from the date the application is made.

15.5 The courses applied must be equivalent to a minimum of 75% in terms of course content with courses to be taken at UPSI.

- 15.6 The faculty determines the approval of course types that can be allowed for credit transfer.
- 15.7 For students who change programmes, the grade of the unrelated courses will be dropped.
- 15.8 For students who withdraw from their studies, they can re-register as new students but cannot make credit transfers. Credit transfers are only allowed for students who already have a master's degree & to register to another master's programme.

16. RESEARCH PROJECTS

- 16.1 The length of the research project must be about 15,000 to 20,000 words (subject to the recommendation of JPS faculties, Supervisors and field experts).
- 16.2 One research project should be prepared by a student to meet the needs of the programme.
- 16.3 The research project must be completed within three (3) semesters after the project paper is registered. If the project cannot be completed after the end of the third semester, the student is considered failed. **[Senate-165 No. 4/2018]**
- 16.4 Repeating of project paper is not allowed. **[Senate-165 No. 4/2018]**
- 16.5 Faculty will appoint supervisors to supervise students' projects.
- 16.6 Projects shall be prepared according to the format and style as determined by the university.
- 16.7 A project accepted for a degree award from another university cannot be accepted for the university's Degree award.
- 16.8 Students are encouraged to publish their project results with the consent of supervisor or the Faculty graduate Studies Committee.
- 16.9 The research project should be written in English. Abstracts must be written in Malay and English.
- 16.10 The project paper will be evaluated by supervisors (first evaluators) and second evaluators appointed by the faculty. Final marks should be discussed by supervisors and second evaluators to determine the final marks.
- 16.11 Completed project papers must be submitted by students to supervisors. Students must submit three (3) copies of the completed project paper together with two (2) copies of compact disc (CD) in PDF format after receiving information from the faculty.
- 16.12 Guidelines for preparing research projects are as issued by the faculty.

17. PRACTICUM

- 17.1 Students can register either KST60213 Child Practicum and seminars first and then register KST60213 Adult Practicum and seminars or vice-versa according to placements as approved by the faculty.

- 17.2 Students are given a period of one (1) semester to complement each (1) Practicum course.
- 17.3 For students who are unable to meet the requirements set in one (1) semester, they can extend the period of practicum at the discretion of the faculty.
- 17.4 Only **one (1) repeat** is allowed and the new grade will replace the old grade.

18. SUPERVISIONS OF RESEARCH PROJECTS AND PRACTICUM

- 18.1 Faculty must appoint supervisors after students have registered for their project papers.
- 18.2 Students can register for research projects and practicum courses after completing all the courses required in the programme structure.

19. EVALUATION AND EXAMINATION

- 19.1 Student must make full payment of all tuition fees before they are allowed to take any exams.
- 19.2 Assessments for courses consist of various methods such as written examinations, projects, seminar presentations and others that are considered appropriate to the course.
- 19.3 A final semester student who fails a course is allowed to sit for a special examination within four (4) weeks after the results are released.
- 19.4 Replacement examination can be given to students who are unable to sit for exams for emergency reasons within two (2) weeks after the examination week ends with the approval of the dean of IGS through the dean of the faculty.

20. GRADING SYSTEM

20.1 Students will be given grades and values for each course as Table 1 below:

Table 1 : Grading System

MARKS	GRADE	VALUE	REMARKS
80-100	A	4.00	Pass
70-79	A-	3.67	
64-69	B+	3.33	
58-63	B	3.00	
52-57	B-	2.67	
46-51	C+	2.33	
40-45	C	2.00	Fail
36-39	C-	1.67	
32-35	D+	1.33	
28-31	D	1.00	
25-27	D-	0.67	
0-24	F	0.00	

20.2 The following Status is also given:

TL	: Incomplete
SM	: Progressing
TM	: Unsatisfactory
AU	: Audit
X	: Barred or late for examinations
KA	: Academic Dishonesty
G	: Dropped

NOTE

- a) Grade F is given if a graduate student does not take the exams (for courses with final exams) or does not meet the weighting of courses that has been set for unacceptable reasons by the Senate of USM and UPSI.
- b) X Status is given if a student is barred from taking exams due to the attendance for lectures or tutorials less than 80%.
- c) X Status is given if graduate students are late 30 minutes and are prevented from entering the examination hall without reasonable reasons.
- d) TL Status is given if graduate students do not complete any assignment requirements for a certain course except examinations or tests subject to the following conditions:
 - Application to obtain the status of TL must be submitted to the dean of the Institute of Graduate Studies after obtaining the agreement from the respective lecturer and need to be done before the end of week 12 of the respective semester; and
 - The Status of TL must be redeemed within the period set by the Institute of Graduate Studies of USM and UPSI.
- e) SM/TM Status will be awarded if students registered for a course continuously or in the process of providing project paper satisfactorily (SM) or unsatisfactorily (TM).
- f) AU Status will be given to students registered in audit courses.
- g) Students who obtained X Status can sit for a replacement examination with the approval of the Institute of Graduate Studies after obtaining the faculty certification.
- h) Final semester students who require graduation are allowed to sit for special examination with the approval of the Institute of Graduate Studies after obtaining the faculty certification..
- i) Students who received X Status and do not obtain the permission to re-sit for a replacement examination will be considered as failed.
- j) For students who change the programme, G Status will be given to courses that are not equivalent to the new courses.
- k) Students who failed and obtained Grade C and below can repeat the course to improve the CGPA and the best grade will replace the old grade. The old grade will be recorded and the value is not recognised in the CGPA calculation.

l) GPA and CGPA calculation system:

GPA :
$$\frac{\text{Total grade in one Semester}}{\text{The total credit value taken in the respective Semester}}$$

CGPA :
$$\frac{\text{Total grade value of the whole Semester}}{\text{The total credit value taken in all Semester}}$$

21. CONDITIONS TO FURTHER STUDY

21.1 Pass status

- Students who obtain CGPA of 3.00 or more in the respective semester are considered pass and qualify to continue studies in the coming semester.

21.2 Conditional Pass Status

- Students who obtain CGPA less than 3.00 and at least 2.00 at the end of the respective semester are conditional pass.

21.4 Repeat courses

- Students who obtain grade C and below in any course can repeat the course to improve the CGPA and the best grade will replace the old grade.

22. CONFIRMATION OF DEGREE

22.1 The name of the degree awarded by the Senate is a Master's degree (according to the related fields).

22.2 This degree is awarded subject to the following:

22.2.1 Meet all the graduate requirements for the prescribed programme of study.

22.2.2 Pass all the courses set.

22.2.3 Achieve at least CGPA 3.00

22.3 A student's examinations results must be approved by the UPSI Senate and the USM Senate.

23. TERMINATION OF STUDY

23.1 The Senate reserves the right to terminate a student who is found to have given false information in connection with his/her admission to the university.

23.2 Students may be terminated at any time from the university on any of the following reasons:

- Failure to pay the tuition fee or other payment within the time stipulated.
- Found in violation of the university rules.

23.3 Students who have received failed and terminated, and terminated status can appeal to

the university through the faculty in writing and subject to the decision of the Graduate Studies Committee meeting.

23.4 An appeal must be made within three (3) weeks from the date of the termination notification letter or after the approval of the Senate. Any appeal received after the mentioned period shall not be considered.

23.5 An appeal shall be accompanied by the prescribed fee and this fee is non-refundable.

24. DROP STATUS AS A STUDENT [*Senate meeting-118 No. 5/2014*]

24.1 The Status of a university student shall fall if the student did not register a semester, register a course or apply for a postponement in writing to the Institute of Graduate Studies upon obtaining the faculty's certification after the end of week Seventh (7) semesters.

24.2 Students who have lost their status can appeal to the Institute of Graduate Studies after obtaining the faculty's approval to continue their studies in the next semester and the semester's of falling status is taken into account as period of study.

24.3 Students who are approved to continue their studies are required to pay the administrative costs (administrative fee) to the university.

25. UNIVERSITY FINANCIAL RULES

25.1 Fees must be paid in full before the semester begins.

25.2 Students may claim a refund fee if they withdraw from studies for certain semesters by submitting the approval letter from the Institute of Graduate Studies after obtaining the faculty's certification.

25.3 The fee refund rate is as follows:

TYPES OF FEES	LESS THAN 60 DAYS *	MORE THAN 60 DAYS*
Tuition fees	50%	No refund

*Note : Calculated from the registration date

25.4 The following fees are non-refundable to students:

- Orientation fee/Registration

25.5 Other claims from the university such as fines and damage compensation for Residential College damage must be settled by the students in the period of study.

25.6 The university reserves the right to claim all outstanding fees even if the student has resigned from the university. All expenses incurred by the University for such matters must be borne by the student.

25.7 Students who have studied at the Sultan Idris Education University at the Diploma or Bachelor's Degree level, the fee for the first semester will be exempted from the Alumni fee of RM 100.00. Students need to inform the Treasurer about the student information

and attach a copy of the previous study scroll.

- 25.8 For students who defer the semester before Week 7 of the academic calendar, fee and other charges will be carried over to the next semester.
- 25.9 Letter of Confirmation/approval from the Institute of Graduate Studies made through the Faculty must be obtained in advance and submitted to the Treasurer when making a claim.

26. GENERAL PROVISIONS

- 26.1 The Senate reserves the right to take appropriate action against students found guilty of submitting false information about admission to the university.
- 26.2 The Senate, at its sole discretion, may allow any exemption deemed reasonable or amend any such rules as may be necessary for the benefit of the university.
- 26.3 All Senate decisions regarding appeal cases by students will be managed by the Institute of Graduate Studies after obtaining a certification from the faculty.
- 26.4 Students are responsible for understanding and complying with all the rules contained in the Academic Rules Book for Graduate Studies Program.