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## RULES OF SULTAN IDRIS EDUCATION UNIVERSITY MASTER PROGRAM BY RESEARCH

In exercising the authority granted by Paragraph 29 of the Constitution of the Sultan Idris Education University (Graduate Studies Program), the Senate of the Sultan Idris Education University establishes the following regulations:

### 1. NAME, EFFECTIVE DATE, AND USAGE

- 1.1 This regulation is named the Sultan Idris Education University (Research Master's Program) Regulation 2011 (Amendment 2024).
- 1.2 This regulation shall apply to all students of the Sultan Idris Education University enrolled in Graduate Studies Programs.

### 2. DEFINITION

In this regulation, unless the context otherwise requires:-

**"Academic Staff"** means full-time faculty members of the University with permanent or contract positions.

**"Dissertation"** means an academic research report submitted by a student to fulfill the requirements of the Master's Program by research.

**"Final Dissertation"** means the finalized version of the Dissertation after passing the Master's by research viva.

**"Faculty"** means any academic center offering academic programs and courses.

**"Compulsory Attendance"** means any course or activity attendance mandated by the faculty/instructor, even if the course or activity is not listed in the curriculum/graduation requirements.

**"Degree"** means the award given by the University to a student who has fulfilled graduation requirements.

**"Institute of Graduate Studies"** means the academic center established by the University under Section 21(1) of the University Constitution to manage, administer, and coordinate the Graduate Studies Programs.

**"Research Proposal Examination Committee"** means the committee established by the Faculty to approve and validate students' research proposals.

**"Dissertation Examination Committee"** means the committee established by the Senate to evaluate Dissertations.

**"Graduate Studies Committee"** means the University committee established to oversee the Graduate Studies Programs, chaired by the Vice-Chancellor.

**"Faculty Graduate Studies Committee"** means the committee established within the Faculty to oversee the Graduate Studies Programs, chaired by the respective Faculty Dean.

**"Academic Misconduct"** means actions by students violating Article 8 of the Sultan Idris University of Education (Student Discipline) Regulations 1999.

**"Passing Credit"** means credits obtained for successfully completing a course.

"**Course**" means a unit of study leading to a certain number of credit hours typically offered and completed within a semester.

"**Audit Course**" means a course taken for academic requirements but the course credit is not counted in the GPA calculation. Students auditing a course must attend all lectures/tutorials/practicals and complete all assignments (required to pass) but are not required to sit for the final examination (if any). If a student fails to meet the audit course requirements, the student's name will be dropped from the audit list. [Senate Meeting No. 144, Item 7/2016]

"**Specialization Course**" refers to courses identified within a specific field.

"**Elective Course**" refers to courses that can be chosen from Research Methodology Courses, Education Courses, and Specialization Field Courses from any Faculty.

"**Research Methodology Courses**" are research courses designated by the University for students to enrol.

"**Education Courses**" are courses related to educational sciences offered by any Faculty, especially the Faculty of Human Development.

"**Mode of Study**" refers to the type of Master Programme structure offered by the University, including master by research, master by coursework (partial dissertation & coursework) and master by coursework (coursework & project paper)

"**Neighbouring Countries**" are countries that use Malay as a medium of communication. For example, Indonesia, Singapore, Brunei, and Southern Thailand.

"**Student**" means an individual who has registered to pursue Graduate Studies Programs at the Sultan Idris Education University.

"**Internal Examiner**" refers to an academic staff member proposed by the Faculty, endorsed by the Graduate Studies Committee, and approved by the Senate to evaluate a student's Dissertation.

"**External Examiner**" refers to an expert from outside the University endorsed by the University Graduate Studies Committee and appointed by the Senate to evaluate a student's Dissertation.

"**Academic Advisor**" means an academic staff member appointed by the Faculty to advise on academic matters for a student.

"**Course Registration**" means student registration through the online system at the beginning of each semester according to the approved Senate calendar.

"**Semester Registration**" means student registration through the online system at the beginning of each study semester to activate their status as university students.

"**Assessment**" means any form of evaluation to measure a student's academic achievement.

"**Supervisor**" refers to an academic staff member proposed by the Faculty and approved by the Graduate Studies Committee to supervise a student's Dissertation.

"**Co-Supervisor/Associate Supervisor**" refers to an academic staff member appointed jointly with the Supervisor by the Graduate Studies Committee to supervise a student's research and preparation of the Dissertation.

**"Study Program"** refers to groups of courses, training, and research or a combination of courses, training, and research designed and offered to fulfill the requirements for the conferment of a Master's Degree approved by the Senate.

**"Senate"** means the highest body with ultimate authority over all academic matters established according to the provisions of Section 20(1) of the Sultan Idris Education University Constitution 1998.

**"Student Information System"** means a system built and supervised by IGS for the purpose of storing student data and records.

**"Registration Slip"** means a slip containing information about courses registered by students.

**"Program Structure"** means the arrangement of programs offered by the Institute of Graduate Studies based on the study mode.

**"Study Period"** means the designated period for students to complete the Master's study structure.

**"University"** means Sultan Idris Education University (UPSI).

**"Viva"** means an oral examination conducted by the Viva Committee.

**"Journal Article"** Collection of research papers or scientific articles published after review by an editor appointed by a committee or certified body (articles accepted for publication in any journal recognized by IGS).

**"First Author"** Study/research produced and submitted/presented by the student in a journal article/seminar or conference (first name in writing).

**"Co-Author"** Study/research produced and presented by an individual affiliated with Sultan Idris University of Education. The individual in this context is a lecturer/supervisor of the student (name following the student's name).

**"Peer-Reviewed Journal"** An article published has undergone a peer-review process by several experts in the field appointed by the journal.

**"Medical Officer"** A registered medical doctor or dental doctor serving with the Government of Malaysia and for the purposes of General Orders 6 and 32 includes a medical doctor or dental doctor serving with any government health center/hospital.

### 3. PROGRAM STRUCTURE

3.1 Studies involve research and the preparation of a Dissertation.

3.2 Students are required to take at least one research methodology course as an audit course during their studies. Students may also be required to take other specific courses upon the recommendation of their supervisor and faculty.

### 4. AUDIT / DISSERTATION COURSE REGISTRATION

4.1 Students must settle the fees and register for audit courses and Dissertation no later than the 2nd week of the teaching session according to the program structure offered by the University.

4.2 Students are required to register for the Dissertation every semester for the purpose of recording research progress.

- 4.3 Course registration after the 2nd week of the teaching session will incur a penalty according to the number of days overdue.

Item	Fine Rate (RM)
Late Registration / Course Addition	30.00/course and 10.00/day

- 4.4 Dropping courses after the 7th week of the teaching session will incur a penalty according to the number of days overdue.

Item	Fine Rate (RM)
"Late Course Drop"	30.00/course and 10.00/day

- 4.5 The registration of Audit/ Dissertation courses for international students is subject to the e-VAL application and student pass approval process.

## 5. DEFERMENT OF STUDIES

### 5.1 Deferment due to Critical Health Reasons

- 5.1.1 Application for the deferment of studies due to critical health reasons can be made by submitting the latest medical report from the Medical Officer and obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the course of study and is permitted for two (2) consecutive semesters.
- 5.1.3 Applications must be submitted every semester.
- 5.1.4 The third (3rd) deferment of studies due to critical health reasons is subject to certification by the University Medical Officer. Students must submit the latest health report for certification by the University Medical Officer.
- 5.1.5 Applications for deferment must be made through the student portal. Any applications after the 14th week of teaching are not allowed.
- 5.1.6 The study period during the deferment due to critical health reasons is not counted in the calculation of the maximum study period of the study program.
- 5.1.7 Financial implications related to the deferment of studies are subject to current UPSI Financial Regulations.

### 5.2 Deferment for Reasons Other than Health

- 5.2.1 Application for postponement of studies for reasons other than health can be made up to the 7th week of the lecture session by obtaining the Faculty Dean's certificate and the IGS Dean's approval.

- 5.2.2 Postponement of studies for two (2) consecutive semesters is not allowed.
- 5.2.3 Applications for deferment must be made through the student portal.
- 5.2.4 Students who are in the maximum semester are not eligible to postpone their studies for personal reasons.
- 5.2.5 Application for the deferment of studies due to critical health reasons can be made by submitting the latest medical report from the Medical Officer and obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the course of study and is permitted for two (2) consecutive semesters.
- 5.1.3 Applications must be submitted every semester.
- 5.1.4 The third (3rd) deferment of studies due to critical health reasons is subject to certification by the University Medical Officer. Students must submit the latest health report for certification by the University Medical Officer.
- 5.1.5 Applications for deferment must be made through the student portal. Any applications after the 14th week of teaching are not allowed.
- 5.1.6 The study period during the deferment due to critical health reasons is not counted in the calculation of the maximum study period of the study program.
- 5.1.7 Financial implications related to the deferment of studies are subject to current UPSI Financial Regulations.
- 5.3 For students who defer the semester before the 7th week of the academic calendar, fees and other payments will be carried over to the following semester.
- 5.4 Approval of study deferment for students for reasons other than health issues after the 7th week of the teaching session, there will be no exceptions; fees and existing charges will not be carried over to the following semester.
- 5.5 Sponsored students applying for study deferment must first obtain written approval from the sponsoring party.
- 5.6 During the study deferment, students lose their status as university students until they re-register for their studies.
- 5.7 Students who continue their studies after completing the approved deferment period are required to re-register.

## **6. CHANGE OF MODE/FIELD/PROGRAM**

- 6.1 Students may change their mode/field/program of study with the support of the Faculty Dean and approval from the Institute of Graduate Studies Dean.
- 6.2 Students may apply for a change in mode/field/program with certification from the Faculty and approval of the exchange of mode/field/program for Research Mode Master's students that do not involve the appointment of a supervisor, only needing to be decided at the IGS level, provided that the Faculty has given certification approval.

- 6.3 Applications must be submitted no later than the second semester of study, and applications made after this period will not be considered.
- 6.4 For international students, applications must be submitted no later than the first semester of study, and applications made after this period will not be considered.
- 6.5 Students must submit their applications for the change of programme before the 7th week of the teaching session. Applications after this period will not be processed, and approval for the change of programme will only take effect in the following semester.
- 6.6 Change of mode/field/program is allowed only once during the study period before the end of the second semester of study.
- 6.7 For international students, change of mode/field/program is allowed only once during the study period before the end of the first semester of study.
- 6.8 For research mode students who have been approved for a mode change, replacing audit courses obtained with grades is not permitted.
- 6.9 Students must retake courses specified in the program structure according to the study component to fulfill credit and graduation requirements.
- 6.10 Applications for the exchange of course grades must obtain approval from the IGS Dean.
- 6.11 Applications for the exchange of mode/field/program for international students must be confirmed by the International Mobility Center (IMC).

## 7. RESEARCH PROPOSAL PRESENTATION

- 7.1 Students are required to attend at least one (1) research proposal presentation session before undergoing the research proposal presentation session. A completion letter and transcript will not be issued if the student fails to meet this requirement.
- 7.2 Students must prepare and present their research proposals at the Faculty level after obtaining approval from their supervisor.
- 7.3 The research proposal must be reviewed and approved by the Faculty's Research Proposal Examination Committee.
- 7.4 Research Mode Master's students must make their research proposal presentation within the specified period as follows:

Study Status of Master's Students	Students are required to make their research proposal presentation before
Full-Time	End of the second semester
Part-Time	End of the third semester

- 7.5 Students will be given an UNSATISFACTORY (KM)/Fail (TM) status if they fail to present the research proposal within the specified period. The details of the status are as follows:

Study Status of Master's Students		Received Status
Third Semester (full-time)	First Instance	KM
Fourth Semester (part-time)		
Fourth Semester (full-time)	Second Instance	TM
Fifth Semester (part-time)		
Fifth Semester (full-time)	Third Instance	TM and terminated (TM status twice in a row)
Sixth Semester (part-time)		

- 7.6 Students who have made the research proposal presentation but need to make correction to the proposal and conduct a second presentation are subject to the following time frames:

Status of Study	Maximum duration for revision and resubmission	Status received if failed to meet the specified period
Full-Time	Before the 14th week of the next semester	KM (Unsatisfactory) - first instance
		TM (Fail) - second instance
Part-Time	Before the 14th week of the next semester	KM (Unsatisfactory) - first instance
		TM (Fail) - second instance

- 7.7 The statuses mentioned above will be given even if the student has submitted the Research Progress Report (RPR) and the supervisor has given a rating of Very Satisfactory (VS).
- 7.8 For students who defer their studies due to critical health problems or other reasons, this status will only be given for the number of active semesters.
- 7.9 Students approved for a change of mode/field/program of study must make a new research proposal presentation if they change their research topic.

## 8. PRESENTATION OF RESEARCH FINDINGS

- 8.1 The presentation of research findings must be conducted by the student before submitting the notice and preliminary Dissertation to the IGS.
- 8.2 The presentation of research findings can be carried out after obtaining the findings or after the Dissertation is completed by 80%. Students are required to present all research findings.
- 8.3 Students are not allowed to submit the preliminary Dissertation if they have not presented the research findings.

Note: The method of conducting the presentation of research findings can be determined by the faculty itself. However, the faculty must ensure that the evaluation panel for the presentation of research findings is the same as appointed during the proposal presentation.



## 9. DURATION OF STUDY

- 9.1 The duration of study for full-time students is a minimum of four (4) semesters (2 years) and a maximum of six (6) semesters (3 years).
- 9.2 The duration of study for part-time students is a minimum of six (6) semesters (3 years) and a maximum of ten (10) semesters (5 years).
- 9.3 Change of study status is allowed only twice during the study period. The University reserves the right to offer study statuses each semester.
- 9.4 Applications for changing study status must be submitted no later than before the beginning of the final semester.
- 9.5 Students may apply for an extension of the study period no later than three (3) months before the end of the final semester with the support of the Faculty Dean and approval from the Dean of the Institute of Graduate Studies. Approved extensions are allowed only once during the study, subject to the percentage of completion of the Dissertation and the following conditions:
  - 9.5.1 Having completed the research proposal presentation; and
  - 9.5.2 Having the following percentage of Thesis / Dissertation / Project Paper completion:
    - i. 80% and above: additional 1 semester
    - ii. 60-79%: additional 2 semesters
    - iii. 59% and below: no consideration for additional semesters
- 9.6 Students approved for an extension are not allowed to defer their studies for that semester except for health reasons certified by a medical officer.
- 9.7 The Senate may grant exceptions for outstanding students who can complete their studies before the minimum study period specified.
- 9.8 Students may also submit the preliminary Dissertation to the IGS earlier than the specified timeframe.
- 9.9 All applications must be endorsed by the faculty and submitted to the Institute of Graduate Studies (JPS) for Senate approval.  
\* This period is until the Dissertation submission stage.

## 10. RESIDENCY REQUIREMENTS

- 10.1 International students must be on campus for at least one (1) semester or cumulatively throughout the study period (subject to program and faculty requirements).
- 10.2 All international students must have a student pass within the first two (2) semesters of study. Failure to do so will result in the student being suspended from studies.
- 10.3 All sponsored/scholarship students (local and international) must be physically present on campus/field according to program and faculty requirements.

## 11. ATTENDANCE

- 11.1 Students are required to meet with their supervisor according to the frequency determined by the Faculty and record these meetings.
- 11.2 At the end of each semester, students must submit their Graduate Research Progress Report to the Faculty for submission to the Institute of Graduate Studies.
- 11.3 Failure to meet the above requirements will result in an Unsatisfactory (U) status. Two (2) consecutive (U) statuses will result in a Failed and Discontinued status.

## 12. DISSERTATION

- 12.1 The Dissertation must be no less than 35,000 words and not exceed 60,000 words (subject to approval by the Faculty's Institute of Graduate Studies, supervisor, and subject experts). The word count requirement for specific programs may refer to guidelines set by the Faculty.
- 12.2 The word count for the Dissertation includes only chapter 1 to 5. IGS reserves the right not to accept Dissertations that do not meet the minimum or exceed the specified word count.
- 12.3 The Dissertation must be prepared according to the format and writing style specified by the University.
- 12.4 The Dissertation may be written in Malay or English. The abstract must be written in both Malay and English.
- 12.5 The Dissertation may also be written in languages other than Malay and English, subject to Senate approval based on strong justification. Students are also required to submit translated titles and abstracts in Malay and English to IGS as a graduation requirement (Refer to Guidelines for Writing Theses/Dissertations in Languages other than Malay and English)
- 12.6 Dissertations accepted for degree awarding by other universities cannot be accepted for degree awarding by this University.
- 12.7 Students intending to submit their Dissertation for examination must:
  - 12.7.1 Submit a notice along with proof of payment of the Dissertation examination fee to IGS using a special form at least three (3) months prior to the Dissertation submission date for examination with the supervisor's approval (after the Dissertation is 80% complete).
  - 12.7.2 Submit six (6) soft-bound copies of the Dissertation for examination along with a Turnitin report.
- 12.8 Students must submit the Final Dissertation that has been examined and formatted approved by the Institute of Graduate Studies before graduation.
- 12.10 Students must submit three (3) copies of the Final Dissertation that have been examined and formatted approved by IGS, bound, and one (1) CD copy in PDF format, before graduation.
- 12.11 The research findings and Dissertation are the property of the University.

### **13. PUBLICATION REQUIREMENTS**

13.1 Students must publish one (1) article in a refereed journal before qualifying for graduation.

\* Details:

- (i) The article must have been accepted for publication by submitting evidence;
- (ii) The student must be the first author;
- (iii) The student must include the supervisor's name as a co-author and corresponding author;
- (iv) Students may include the name of the co-supervisor as a co-author;
- (v) Universiti Pendidikan Sultan Idris as the first affiliate;
- (vi) Students are encouraged to publish in high-indexed journals such as MyCite, ISI, SCOPUS, ERA;
- (vii) The graduation certificate will only be issued once the publication requirement is fulfilled.

13.2 Publications that do not meet the above requirements will not be counted as fulfilling the graduation requirement.

### **14. DISSERTATION SUPERVISION**

14.1 The Senate shall appoint academic members from any Faculty as Supervisor and/or Joint Supervisor and/or Co-Supervisor from any IPTA or reputable institution to supervise the research and preparation of the Dissertation.

14.2 The appointment of Supervisor/Co-Supervisor/Associate Supervisor must be endorsed by the Faculty and approved by the Graduate Studies Committee.

14.3 Supervisor changes are permitted with support from the Faculty and the consent of both the original and new supervisors, and approval from the Graduate Studies Committee.

14.4 Co-Supervisors/Associate Supervisors may consist of academic members from external universities and/or experts from external organizations.

14.5 Students must submit Graduate Research Progress Reports each semester throughout their study period to their supervisors using the method specified by the Institute of Graduate Studies.

### **15. ASSESSMENT AND EXAMINATION**

15.1 Dissertation examination fees must be paid before submitting the notice of the initial Dissertation for examination.

15.2 If re-examination is necessary, additional fees will be charged at the endorsed rate.

15.3 The Dissertation will be examined by two (2) examiners, comprising an Internal Examiner and an External Examiner appointed and informed at a Senate Meeting based on nominations from the Faculty.

15.4 The Supervisor may attend as an observer and provide input (if necessary) to the Viva Committee.

15.5 Dissertation examination arrangements shall be made by the Institute of Graduate Studies.

15.6 Assessment reports on the Dissertation by the Internal and External Examiners shall be guided by the Thesis Assessment Form.

- 15.7 Reports from the Internal and External Examiners shall be submitted to the Institute of Graduate Studies before the Viva is conducted.
- 15.8 The Viva Committee consists of:
- Chairperson: Deputy Vice-Chancellor / Professor / Associate Professor / Doctorate-qualified academic with a minimum of three (3) years of experience (in a different field) appointed by the IGS.
  - Member: Internal Examiner
  - Member: External Examiner
  - Member: Dean of the Faculty or their representative
  - Secretary: IGS Executive Secretary
- Note: Corrections minutes are recorded by the Supervisor and confirmed by the Chairperson.
- 15.9 Certification of Dissertation assessment by the Viva Committee shall be presented for Senate approval to:
- Grant a Master's degree to students without amendments to the Dissertation; or
  - Grant a Master's degree to students subject to minor corrections such as typographical errors, spelling, punctuation, clarification of facts, arguments, and conclusions as recommended by the Viva Committee. Candidates are given a period not exceeding one (1) month to rectify it. Corrections to the Dissertation only need to be certified by the Supervisor; or
  - Grant a Master's degree to students subject to moderate major corrections such as clarifying facts, arguments, and conclusions and rewriting parts of the Dissertation as recommended by the Viva Committee. Candidates are given a period not exceeding three (3) months to rectify it. Corrections to the Dissertation only need to be certified by the Supervisor and the Internal Examiner if decided at the Viva Meeting; or
  - Grant a Master's degree to students subject to major corrections such as reanalyzing data, revising conclusions, and rewriting parts of the Dissertation. This revised Dissertation must be reexamined and certified by the Viva Committee. Candidates are given a period not exceeding six (6) months to make amendments; or
  - Fail and not be awarded a Master's degree.
- 15.10 The resubmission period for major corrections, i.e., six (6) months, is as follows:
- 15.10.1 Resubmission of the Dissertation must be made at least three (3) months after the viva.
- 15.10.2 Students must ensure that all corrections stated by the examiners are fully addressed.
- 15.10.3 For moderate major and major corrections, the supervisor and examiner are given a period of at least one (1) month before the correction period ends to review the student's corrected Dissertation based on the decision of the Viva Meeting.
- 15.11 Students are allowed to appeal for an extension of the correction submission once (1) only with a maximum period of one (1) month. Extension requests will be considered by the Dean, IGS.
- 15.12 Dissertation Grade
- The following grades may be awarded for the achievement of a Dissertation:
- a) Pass, or
  - b) Fail
- 15.13 Assessment for specific programs may refer to the guidelines set by the Faculty.

## **16. DEGREE AWARDING**

- 16.1 The degree awarded by the University Senate is the Master's degree (according to the relevant field).
- 16.2 The award of this degree is subject to:
  - 16.2.1 Meeting all graduation requirements for the designated study program;
  - 16.2.2 Passing the Dissertation
- 16.3 The examination result of an individual student shall be confirmed by the University Senate.

## **17. TERMS FOR CONTINUING STUDIES**

- 17.1 Passing Status  
Demonstrating satisfactory progress in the preparation of the Dissertation and obtaining the status of Making Satisfactory Progress (SM) each semester.

## **18. TERMINATION OF STUDIES**

- 18.1 The Senate has the right to terminate a student who is found to have provided false information regarding their admission to the University.
- 18.2 Students will be given the status TERMINATED or FAILED AND TERMINATED for the following reasons:
  - 18.2.1 Students who obtain a CGPA of less than 2.00 in any semester
  - 18.2.2 Students who obtain Conditional Pass (CP) status for two consecutive semesters;
  - 18.2.3 Students who do not show progress in the preparation of the Dissertation and receive a TM status for two (2) consecutive semesters;
  - 18.2.4 Students who have reached the maximum study period;
  - 18.2.5 Students who fail to submit Dissertation corrections within the time frame set by the Viva Committee Meeting;
  - 18.2.6 International students who do not have a student pass within 2 semesters of study;
  - 18.2.7 International students who do not meet the English language requirements within two (2) semesters of study;
  - 18.2.8 Students who fail to graduate within the stipulated time period based on the scholarship agreement under the Institute of Graduate Studies; and
  - 18.2.9 Convicted of violating University regulations.
- 18.3 Students who receive the status of FAILED AND TERMINATED can appeal to the Institute of Graduate Studies through the faculty in writing subject to the consideration and approval of the Graduate Studies Committee.
- 18.4 The current semester for a terminated student will be counted as part of the student's study period.

- 18.5 Appeals to continue studies can be made within three (3) weeks from the date of the termination notice. Any appeal received after the specified period will not be considered.
- 18.6 Students who have been approved for an appeal after being terminated due to reaching the maximum period are not allowed to submit a second appeal.
- 18.7 Appeals must be accompanied by the prescribed fee, which is non-refundable.

## **19. DROP OF STUDENT STATUS**

- 19.1 Student status will be terminated and TERMINATED if:
  - 19.1.1 failed to settle tuition fees or other payments within the specified period;  
or
  - 19.1.2 did not register for courses until the 7th week of classes; or
  - 19.1.3 did not apply for a study deferment in writing to the Institute of Graduate Studies after the 7th week of classes
- 19.2 Students who receive the termination status can appeal to the Institute of Graduate Studies through the faculty in writing, subject to the consideration and approval of the Dean of the Institute of Graduate Studies. The current semester for a terminated student will be counted as part of the student's study period.
- 19.3 Students who appeal to continue their studies must pay the processing fee and administrative costs to the University. If the application is approved, students must settle outstanding debts (if any) and current fees to be reactivated.
- 19.4 If the application is not approved, the processing fee and administrative costs will not be refunded.
- 19.5 Appeals must be made within three (3) weeks from the date of the termination notice. Any appeal received after the specified period will not be considered.

## **20. WITHDRAWAL FROM STUDIES**

- 20.1 Students who have withdrawn from their studies are not allowed to appeal for resuming their studies. Students need to apply as new students.
- 20.2 International students who withdraw from their studies will have their student pass terminated.

## **21. UNIVERSITY FINANCIAL REGULATIONS**

- 21.1 Tuition fees must be settled in full before the beginning of the semester.
- 21.2 If any student (postgraduate, off-shore and international students) faced issues related to tuition fees, an appeal for installment payment should be submitted to the Treasury Department for consideration.
- 21.3 New students may claim refunds through the Treasury Department if they withdraw from their studies for a semester by providing approval letters from the Institute of Graduate Studies.
- 21.4 The rate of payment and approval for tuition fee refunds are subject to current Treasury Department circulars.

## 22. GENERAL PROVISIONS

- 22.1 The Senate has the right to take appropriate action against students found guilty of submitting false information regarding admission to the University.
- 22.2 The Senate, at its discretion, may allow any reasonable exceptions or amend any regulations deemed appropriate for enforcement for the University's benefit.
- 22.3 All decisions of the Senate regarding student appeals will be managed by the Institute of Graduate Studies.
- 22.4 Students are responsible for understanding and complying with all regulations contained in the Academic Regulations Handbook for Graduate Programs.

## RULES OF SULTAN IDRIS EDUCATION UNIVERSITY MASTER'S STUDY PROGRAM BY RESEARCH AND COURSEWORK

By exercising the power granted by Paragraph 29, the Constitution of Sultan Idris Education University (Graduate Studies Program), the Senate of Sultan Idris Education University establishes the following regulations:

### 1. NAME, EFFECTIVE DATE, AND USAGE

- 1.1 These regulations shall be known as the Sultan Idris Education University Regulations (Research and Coursework Master's Programs) 2011 (Amendment 2024).
- 1.2 These regulations shall apply to all Sultan Idris Education University students enrolled in Graduate Studies Programs.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires:

**"Academic Staff"** means full-time University teaching staff with permanent or contract positions.

**"Dissertation"** means an academic research report submitted by a student to fulfill the requirements of the Research and Coursework Master's Programs.

**"Final Dissertation "** means the manuscript of the dissertation that has been finalized after passing the Research and Coursework Master's Viva.

**"Faculty"** means any academic center offering academic programs and courses.

**"Compulsory Attendance"** means any course or activity attendance mandated by the faculty/instructor, even if the course or activity is not part of the curriculum/graduation requirements.

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**"Dissertation Examination Committee"** means the committee established by the Senate to assess dissertations.

**"Graduate Studies Committee"** means the Committee established at the University to oversee the Graduate Studies Programs chaired by the Vice-Chancellor.

**"Faculty Graduate Studies Committee"** means the committee established at the Faculty to oversee the Graduate Studies Programs chaired by the Dean of the respective Faculty.

**"Academic Misconduct"** means actions by students that violate Article 8 of the Sultan Idris Education University Regulations (Student Discipline) 1999.

**"Coursework"** means the method of implementing a course that requires graduate students to complete assignments, examinations, and any other forms of assessment.

**"Credit Count"** means the credits considered in the calculation of CGPA and SGPA.

**"Passing Credits"** means the credits obtained for courses passed.



"**Course**" means a unit of study that leads to a certain number of credit hours typically offered and completed within a semester.

"**Audit Course**" means a course taken for academic purposes, but the course credits are not included in the CGPA calculation. Students auditing a course must attend all lectures/tutorials/practicals and complete all assignments (mandatory pass) but do not need to sit for the final examination (if any). If a student fails to meet the audit course requirements, their name will be removed from the audit list. [Senate Meeting 144th Session No. 7/2016]

"**Specialization Courses**" are courses identified in a specific field.

"**Elective Courses**" are courses that can be chosen from Research Methodology Courses, Education Courses, and Specialization Field Courses offered by any Faculty.

"**Research Methodology Courses**" are research methodology courses designated by the University for students to take.

"**Education Courses**" are courses related to education offered by any Faculty, especially the Faculty of Human Development.

"**Study Mode**" is the type of Master's program structure offered by the University, including Research Master, Research and Coursework Master, and Coursework Master.

"**Sister Countries**" are countries that use Malay as the intermediary language. For example, Indonesia, Singapore, Brunei, and Southern Thailand.

"**Student**" means an individual who has registered to pursue Graduate Studies Programs at Sultan Idris Education University.

"**Internal Examiner**" means an academic staff proposed by the Faculty and approved by the Graduate Studies Committee and endorsed by the Senate to assess a student's Dissertation.

"**Academic Advisor**" means an academic staff appointed by the Faculty to advise on a student's academic matters.

"**Course Registration**" means student registration through the online system at the beginning of each semester based on the approved schedule by the Senate.

"**Semester Registration**" means student registration through the online system at each semester of study to activate themselves as university students.

"**Assessment**" means any form of assessment to measure students' academic achievement.

"**Supervisor**" means an academic staff proposed by the Faculty and approved by the Graduate Studies Committee to supervise a student's Dissertation.

"**Co-Supervisor/Associate Supervisor**" means an academic staff appointed jointly with the Supervisor by the Graduate Studies Committee to supervise a student's research and Dissertation preparation.

"**CGPA**" (Cumulative Grade Point Average) means the average accumulation of grade point values obtained for all attended semesters.

"**SGPA**" (Semester Grade Point Average) means the average grade point value obtained in a particular semester.

"**Examination**" means any form of assessment to measure students' academic achievement organized by the University.

"**Study Program**" means groups of courses, training, and research or a combination of courses, training, and research designed and offered to meet the requirements for the award of a Master's degree approved by the Senate.

"**Senate**" means the highest body with ultimate authority over all academic matters established under section 20(1) of the Sultan Idris Education University Constitution 1998.

"**Student Information System**" means the system built and supervised by IGS for the purpose of storing student data and records.

"**Registration Slip**" means a slip containing information about the courses registered by a student.

"**Examination Slip**" means a slip containing examination information and must be brought along to the examination hall/room.

"**Program Structure**" means the arrangement of programs offered by the Institute of Graduate Studies based on the study mode.

"**Duration of Study**" means the period of time allocated to students to complete the Master's study structure.

"**University**" means Sultan Idris Education University (UPSI).

"**Viva**" means an oral examination conducted by the Dissertation Examination Committee.

"**Medical Officer**" A registered medical or dental doctor serving with the Government of Malaysia and for the purposes of General Orders 6 and 32 including any medical or dental doctor serving with any government health center/hospital.

### 3. PROGRAM STRUCTURE

3.1 The study involves courseworks and preparation of Dissertation.

### 4. COURSE / DISSERTATION REGISTRATION

4.1 Students must settle the fees and register for courses/audits/Dissertation/Project Papers no later than the second week of the academic session according to the program structure offered by the university.

4.2 Course registration after the second week of the academic session will incur a fine based on the number of days late.

Item	Fine Rate (RM)
Late registration/ Add Courses	30.00/course and 10.00/day

4.3 Course credit registration is as follows;

Status of Study	Credit Hour	
	Minimum	Maximum
Full-Time	4	16
Part-Time	4	12

- 4.4 Students are allowed to register for more credits than the maximum with the approval of the Dean of the Faculty.
- 4.5 Course withdrawal after the 7th week of the academic session will incur a fine according to the number of days late.

Item	Fine Rate (RM)
Late Course Drop	30.00/course and 10.00/day

- 4.6 Registration for courses/Dissertations for international students is subject to the e-VAL application and approval process and student pass.

## 5. DEFERMENT OF STUDIES

### 5.1 Deferment due to Critical Health Reasons

- 5.1.1 Application for the deferment of studies due to critical health reasons can be made by submitting the latest medical report from the Medical Officer and obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the course of study and is permitted for two (2) consecutive semesters.
- 5.1.3 Applications must be submitted every semester.
- 5.1.4 The third (3rd) deferment of studies due to critical health reasons is subject to certification by the University Medical Officer. Students must submit the latest health report for certification by the University Medical Officer.
- 5.1.5 Applications for deferment must be made through the student portal. Any applications after the 14th week of teaching is not allowed.
- 5.1.6 The study period during the deferment due to critical health reasons is not counted in the calculation of the maximum study period of the study program.
- 5.1.7 Financial implications related to the deferment of studies are subject to current UPSI Financial Regulations.

### 5.2 Deferment for Reasons Other than Health

- 5.2.1 Application for postponement of studies for reasons other than health can be made up to the 7th week of the lecture session by obtaining the Faculty Dean's certificate and the IGS Dean's approval.
- 5.2.2 Postponement of studies for two (2) consecutive semesters is not allowed.
- 5.2.3 Applications for deferment must be made through the student portal.
- 5.2.4 Students who are in the maximum semester are not eligible to postpone their studies for personal reasons.
- 5.2.5 Financial implications related to the deferment of studies are subject to current UPSI Financial Regulations.

- 5.3 For students who defer the semester before the 7th week of the academic calendar, fees and other payments will be carried over to the following semester.
- 5.4 Approval of study deferment for students for reasons other than health issues after the 7th week of the teaching session, there will be no exceptions; fees and existing charges will not be carried over to the following semester.
- 5.5 Sponsored students applying for study deferment must first obtain written approval from the sponsoring party.
- 5.6 During the study deferment, students lose their status as university students until they re-register for their studies.
- 5.7 Students who continue their studies after completing the approved deferment period are required to re-register.

## 6. CHANGE OF MODE / FIELD / PROGRAM

- 6.1 Students may change their mode / field / program of study with the support of the Dean of the Faculty and approval from the Dean of the Institute of Graduate Studies.
- 6.2 Students may apply for a change in mode / field / program with certification from the Faculty and approval for the change in mode / field / program for Research and Coursework Master's students that do not involve the appointment of a supervisor, which only needs to be decided at the IGS level provided that the Faculty has provided certification of approval.
- 6.3 Applications must be submitted no later than the second semester of study, and applications made after this period will not be considered.
- 6.4 For international students, applications must be submitted no later than the first semester of study, and applications made after this period will not be considered.
- 6.5 The following are the requirements for the purpose of the change of modes/fields/programs of study from mode B to mode A or C:

New Mode	Requirement
Research Mode (Mode A)	<ul style="list-style-type: none"> <li>i) Exchange Application Form</li> <li>ii) Research Proposal</li> <li>iii) Supervisor Proposal</li> </ul>
Coursework Mode (Mode C)	<ul style="list-style-type: none"> <li>i) Exchange Application Form</li> </ul>

- 6.6 Students must submit the change request before the seventh week of the academic session. Requests made after this period will not be processed, and the approval of the change will only take effect in the following semester.
- 6.7 Exchange of mode / field / program is allowed only once during the study period before the end of the second semester of study.
- 6.8 For international students, change of mode / field / program is allowed only once during the study period before the end of the first semester of study.
- 6.9 For students approved for mode change, replacing audited courses with grades are not allowed.
- 6.10 Students must retake courses specified in the program structure according to the study component to fulfill credit requirements and graduation criteria.

6.11 Applications for mode / field / program change for international students must obtain confirmation from the International and Mobility Center (IMC).

## 7. RESEARCH PROPOSAL PRESENTATION

7.1 Students are required to attend at least one (1) research proposal presentation before undergoing the research proposal presentation session. The graduation letter and transcript will not be issued if the student does not fulfill this requirement.

7.2 Students must prepare and present the research proposal at the Faculty level after obtaining certification from the supervisor.

7.3 The research proposal must be reviewed and approved by the Faculty's Research Proposal Examination Committee.

7.4 Research and Coursework Master students must make their research proposal presentation within the specified period as follows:

Master's student study status	Students have to make a research proposal presentation before
Full-Time	Second semester after registering Dissertation
Part-Time	Third semester after registering Dissertation

7.5 Students will be given the status of UNSATISFACTORY (KM)/Not Satisfactory (TM) if they do not present a research proposal within the specified period. The status details are as follows:

Master's student study status		Received Status
Third semester after registering Dissertation (Full-time)	First Instance	KM
Fourth semester after registering Dissertation (part-time)		
Fourth semester after registering Dissertation (Full-time)	Second Instance	TM
Fifth semester after registering Dissertation (part-time)		
Fifth semester after registering Dissertation (Full-time)	Third Instance	TM and dismissed (TM status twice in a row)
Sixth semester (part-time)		

7.6 Students who have presented the research proposal presentation but need to make amendments to the research proposal and make a second presentation are subject to the following time period:

Study status	The maximum period for correction and resubmission	The status that will be received if failed to meet the specified period
Full-time	Before the 14th week of the following semester	KM (Unsatisfactory) - first time
		TM (Unsatisfactory) - second time
Part-time	Before the 14th week of the next two semesters	KM (Unsatisfactory) - first time
		TM (Unsatisfactory) - second time

- 7.7 The status mentioned above will be given even if the student has submitted a Research Progress Report (LKPS) and the supervisor gives a Very Satisfactory (SM) status.
- 7.8 For students who defer their studies due to critical health issues or other reasons, this status will be granted only for the number of active study semesters.
- 7.9 Students approved for mode / field / program change must re-present the research proposal if they change the research topic.

## 8. PRESENTATION OF RESEARCH FINDINGS

- 8.1 Presentation of research findings is encouraged before students submit notices and their final Dissertation to the IGS.
- 8.2 Presentation of research findings can be conducted after obtaining the findings or after the Dissertation is completed by 80%. Students must present all research findings.
- Note: The method of conducting research findings presentation can be determined by the faculty. However, the faculty must ensure that the evaluation panel for the research findings presentation is the same as appointed during the proposal presentation.

## 9. STUDY PERIOD

- 9.1 The study period for full-time students is a minimum of three (3) semesters (1 1/2 years) and a maximum of six (6) semesters (3 years).
- 9.2 The study period for part-time students is a minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years)).
- 9.3 Change of study status is allowed only twice during the study period. The University reserves the right to offer study status in each semester.
- 9.4 Applications for changing the status of study must be made no later than before the last semester begins.
- 9.5 Students can apply for an extension of the study period no later than three (3) months before the final semester ends with the support of the Faculty Dean and approval from the Dean of Graduate Studies. Approved extension requests are only allowed once during the study period and are subject to the Dissertation completion percentage and conditions as follows:
- 9.5.1 Has completed the research proposal presentation; and
- 9.5.2 Has a Dissertation completion percentage:

- i. 80% and above: additional 1 semester
- ii. 60-79%: additional 2 semesters
- iii. 59% and below: no additional semester considered

- 9.6 Students approved for extension are not allowed to defer their studies in that semester unless the deferment is due to health reasons confirmed by a medical officer.
- 9.7 The Senate may grant exception for outstanding students who can complete their studies before the minimum study period specified.
- 9.8 Students can also submit their Dissertation early to the IGS before the designated period.
- 9.9 All applications must be endorsed by the faculty and submitted to the Institute of Graduate Studies for Senate approval.

## **10. RESIDENCE REQUIREMENT**

- 10.1 International students must be on campus for at least one (1) semester or cumulatively throughout the study period (subject to program and faculty requirements).
- 10.2 All international students must have a student pass within two (2) semesters of study. Failure to do so will result in the student being suspended from studies.
- 10.3 All students (local and international) who receive sponsorship/scholarshipIGS must be physically present on campus/field as required by the program and faculty.

## **11. LECTURE ATTENDANCE**

- 11.1 Students are required to attend all scheduled meetings for a course, including Compulsory Attendance (HW) as determined by the Faculty.
- 11.2 Students who do not comply with the above regulations for any course without acceptable reasons accepted by the Senate will not be allowed to sit for the examination for that course.
- 11.3 Students who do not meet the 80% attendance requirement for lectures/tutorials/practicals will be barred from sitting for the examination.
- 11.4 Students are required to meet with their supervisors according to the frequency determined by the Faculty and record these meetings.
- 11.5 At the end of each semester, students must submit their Graduate Research Progress Report to the Faculty for submission to the Institute of Graduate Studies.
- 11.6 Failure of students to meet the above requirements will result in an Unsatisfactory (TM) status. A TM status for two (2) consecutive semesters will result in a status of Fail and Discontinued.

## **12. CREDIT TRANSFER**

- 12.1 Students may apply for credit transfer for courses from any institution recognized by the Senate.
- 12.2 Approval for credit transfer will be decided by the Faculty Graduate Studies Committee.

- 12.3 The maximum credit transfer amount is twelve (12) credits except for Research Methodology courses.
- 12.4 Courses for credit transfer must have a minimum grade of "B" and the duration of the course taken must not exceed five (5) years from the date of application.
- 12.5 The applied courses must be equivalent to at least 75% of the content of the courses required at UPSI.
- 12.6 The Faculty determines the types of courses that are allowed for credit transfer.
- 12.7 For students who change programs, grades for unrelated courses will be dropped.
- 12.8 For students who withdraw from studies, they may re-register as new students but are not allowed to transfer credits. Credit transfers are only allowed for students who already have a Master's degree and wish to enroll in another Master's Program.

### **13. DISSERTATION**

- 13.1 The Dissertation must be between 20,000 to 40,000 words (subject to approval from the Faculty Graduate Studies Committee, supervisor, and field experts). Word count requirements for specific programs may refer to guidelines set by the Faculty.
- 13.2 The word count for the Dissertation includes only chapter 1 to 5. IGS reserves the right not to accept Dissertations that are submitted if they do not meet the minimum or exceed the specified word count.
- 13.3 The Dissertation must be prepared according to the format and writing style specified by the University.
- 13.4 The Dissertation can be written in Malay or English. The abstract must be written in both Malay and English.
- 13.5 The Dissertation can also be written in languages other than Malay and English subject to the approval of the Senate/JPS based on strong justification. Students are also required to submit the title and abstract translated into Malay and English to the IGS as a graduation requirement (Refer to Guidelines for Writing Thesis / Dissertation in Languages other than Malay and English).
- 13.6 Dissertations accepted for degree awards from other universities cannot be accepted for degree awards from this University.
- 13.7 Students intending to submit their Dissertation for examination must:
  - 13.8.1 submit a notice along with proof of payment of the Dissertation examination fee to the IGS using a special form at least three (3) months before the Dissertation submission date for examination with supervisor approval (after the Dissertation is completed by 80%).
  - 13.8.2 submit six (6) soft-bound copies of the Dissertation for examination along with a Turnitin report.
- 13.8 Students must submit the Final Dissertation that has been examined and its format approved by the Institute of Graduate Studies before graduation.
- 13.9 Students must submit three (3) copies of the Final Dissertation that have been examined and its format approved by IGS, bound, and one (1) copy on a compact disc (CD) in PDF format, before graduation.



13.11 Students are encouraged to publish their research findings subject to supervisor approval.

13.12 The research findings and Dissertation are the property of the University.

#### **14. INTERNSHIP / PRACTICUM**

14.1 Students are given a period of two (2) semesters to complete the internship/practicum course after registration.

14.2 For students who are unable to meet the requirements within one semester, they may re-enroll in the internship/practicum course for the second time in the following semester.

14.3 Students will be given the In Progress (SM) status for that semester provided evidence of progress is submitted to the supervisor/lecturer. The Unsatisfactory (TM) status may be given to students if no evidence is submitted.

14.4 If the course is not completed after the second semester ends, the student will be considered to have failed and must repeat the course.

14.5 Only one (1) repeat is allowed, and the new grade will replace the old grade.

14.6 Students will be TERMINATED if they fail the internship/practicum for the second time.

#### **15. DISSERTATION SUPERVISION**

15.1 The Senate shall appoint academic staff from any Faculty as Supervisor and/or Co-supervisor and/or Associate Supervisor from any IPTA or reputable institution to supervise research and preparation of the Dissertation presentation.

15.2 Appointment of Supervisor/Co-supervisor/Associate Supervisor must be endorsed by the Faculty and approved by the Graduate Studies Committee.

15.3 Change of supervisor is allowed with the support of the Faculty and approval of both the original and new supervisor and endorsed by the Graduate Studies Committee.

15.4 Co-supervisor/Associate Supervisor may consist of external university academics and/or experts from external organizations.

15.5 Students must submit the Graduate Research Progress Report every semester (registering for Dissertation) throughout their study period to the supervisor using the method prescribed by the Institute of Graduate Studies.

#### **16. ASSESSMENT AND EXAMINATION**

16.1 A student must settle all tuition fees before being allowed to take any examination.

##### **16.1.1 Course Examination**

16.1.1.1 Examination for courses may consist of written examinations, projects, seminar presentation assessments, and others deemed appropriate for the course.

16.1.1.2 Final semester students who fail one course are allowed to take a Special Examination within four weeks after the announcement of results.

16.1.1.3 Substitute Examinations may be granted to students unable to take the scheduled examination due to emergency reasons within two weeks after the examination week ends with the approval of the IGS Dean through the Faculty Dean.

## 16.2 Dissertation Examination

16.2.1 The Dissertation will be examined by two (2) Internal Examiners appointed and informed at the Senate Meeting based on nominations from the Faculty.

16.2.2 The Supervisor may attend as an observer and provide input (if necessary) to the Viva Committee.

16.2.3 The conduct of the Viva shall be managed by the Faculty.

16.2.4 The assessment report of the Dissertation by the Internal Examiner shall adhere to the Dissertation Assessment Form.

16.2.5 The report of the Internal Examiner shall be submitted to the Institute of Graduate Studies before the Viva is conducted.

16.2.6 The Viva Committee shall consist of:

- Chairperson: Dean of the Faculty or their representative
- Members: Two (2) Internal Examiners
- Secretary: IGS Secretary  
(Note: Correction minutes are recorded by the supervisor and confirmed by the chairperson)

16.2.7 The certification of the Dissertation assessment by the Viva Committee shall be presented for Senate approval to:

- Grant the Master's degree to the student without any amendments to the Dissertation; or
- Grant the Master's degree to the student subject to minor corrections such as typographical errors, spelling, punctuation, clarifications of facts, arguments, and conclusions as recommended by the Viva Committee. The candidate is given a period not exceeding one (1) month to rectify. The correction of the Dissertation only needs to be confirmed by the Supervisor; or
- Grant the Master's degree to the student subject to moderate corrections such as clarifications of facts, arguments, and conclusions, as well as rewriting part of the Dissertation as recommended by the Viva Committee. The candidate is given a period not exceeding three (3) months to rectify. The correction of the Dissertation only needs to be confirmed by the Supervisor and the Internal Examiner if decided in the Viva Meeting.; or
- Grant the Master's degree to the student subject to major corrections such as reanalyzing data, rewriting conclusions, and rewriting part of the Dissertation. The corrected Dissertation needs to be rechecked and confirmed by the Viva Committee. The candidate is given a period not exceeding six (6) months to make amendments; OR [Senate Meeting No. 158, Bil. 09/2017]
- Fail and not grant the Master's degree.

- 16.2.8 The resubmission period for major corrections, i.e., six (6) months, is as follows:
- 16.2.8.1 Resubmission of the Dissertation at least three (3) months after the Viva.
  - 16.2.8.2 Students must ensure that every correction stated by the examiner is fully addressed.
  - 16.2.8.3 For moderate and major corrections, the supervisor and examiners are given a minimum period of one (1) month before the correction period ends to review the student's corrected Dissertation based on the Viva Meeting decision.
- 16.2.9 Students are allowed to appeal for a one-time extension of the correction submission with a maximum period of one (1) month. The extension request will be considered by the Dean, IGS.
- 16.2.10 Dissertation Grade
- The following grades may be awarded for the achievement of a Dissertation:
- a) Pass, or
  - b) Fail
- 16.2.11 Assessment for specific programs may refer to the guidelines set by the Faculty.

## 17. DEGREE AWARD

- 17.1 The degree awarded by the University Senate is the Master's Degree (according to the relevant field).
- 17.2 The award of this degree is subject to:
- 17.2.1 Meeting all graduation requirements for the designated study program;
  - 17.2.2 Passing all prescribed courses;
  - 17.2.3 Achieving a minimum CGPA of 3.00;
  - 17.2.4 Passing the Dissertation
- 17.3 The examination results of a student must be endorsed by the University Senat.

## 18. GRADING SYSTEM

- 18.1 Students will be given grades and marks for each course as per Table 1 below:

Table 1: Grade System

MARKS	GRADE	VALUE
80-100	A	4.00
75- 79	A-	3.75
70-74	B+	3.45
65-69	B	3.00
60-64	C+	2.75
59 dan ke bawah	F	0.00

18.2 The following statuses are also provided:

TL	: Incomplete
SM	: In Progress
TM	: Unsatisfactory
AU	: Audit
BT	: Not Completed
X	: Barred/Absent from Examination
KA	: Academic Misconduct
G	: Drop
KM	: Less Satisfactory
XAU	: Audit Requirements Not Met

**NOTE:**

- a) TL (In Complete) status may be given if a graduate student fails to complete any assignment requirements for a course except examinations or tests and must be completed before the second week of the following semester, subject to the following conditions:
  - Application for TL status must be submitted to the Dean Institute of Graduate Studies after obtaining the approval of the relevant lecturer and made before the end of the 12th week of the respective semester; and
  - TL status must be redeemed within the period specified by the Dean Institute of Graduate Studies.
- b) SM/TM (In Progress) status will be given if a student registers for courses continuously or is in the process of preparing a Dissertation paper satisfactorily (SM) or unsatisfactorily (TM).
- c) AU (Audit) status will be given to students who register for courses on an audit basis.
- d) BT (Not Completed) status is given if a student did not fulfill the Program Structure requirements and Graduation requirements, for example, not completing course components and publications.
- e) Grade F is given if a graduate student did not take the exam (for courses with final exams) or did not meet the course weighting as determined, for reasons unacceptable by the University Senate.
- f) X status is given if a student is prevented from taking the exam due to attendance in lectures or tutorials of less than 80%.
- g) X status is given if a graduate student is late by 30 minutes and is prevented from entering the examination hall without reasonable cause.
- h) Students who receive X status may take the Substitute Examination with the approval of the Dean Institute of Graduate Studies.
- i) Students who receive X status and do not receive permission to retake the Substitute Examination will be considered as Failed.
- j) Final semester students requiring graduation may take the Special Examination with the approval of Dean Institute of Graduate Studies.
- k) For students changing programs, status G will be given to courses that are not equivalent to the new courses.

l) Weak pass students (grade C+) may retake the relevant course to improve their CGPA, and the best grade will replace the old grade. The old grade will be recorded, and its value will not be taken into account in CGPA calculations.

m) Calculation system for CGPS and CGPA:

CGPS: 
$$\frac{\text{Sum of Grade Values for One Semester}}{\text{Total Credit Value Taken in the Respective Semester}}$$

CGPA: 
$$\frac{\text{Sum of Grade Values for All Semesters}}{\text{Total Credit Value Taken in All Semesters}}$$

## 19. REQUIREMENTS FOR CONTINUING STUDIES

### 19.1 Pass Status

- Students who achieve a CGPA of 3.00 or above in the respective semester are considered to have passed and are eligible to continue their studies in the next semester.
- Show satisfactory progress in the preparation of the Dissertation and obtain the In Progress (SM) status every semester.

### 19.2 Continuing to the Dissertation stage

- Students must complete 24 credit hours of Pass Credits and maintain a CGPA of not less than 3.00

### 19.3 Conditional Pass Status

- Students who obtain a CGPA of less than 3.00 and at least 2.00 at the end of the respective semester are conditionally passed.

### 19.4 Fail Status

- Students who obtain a CGPA of less than 2.00 in any semester will be given the status fail and terminated.
- Students who obtain a CGPA of less than 3.00 or Conditional Pass (LB) for two (2) consecutive semesters will be given the status fail and terminated.

### 19.5 Course Retake

- Students who receive a grade of C+ in any course may retake the respective course to improve their CGPA, and the best grade will replace the old grade.
- Students who fail any course (grade F) must retake the course in the following semester. Only two retakes are allowed, and the best grade (C+ and above) will replace the old grade.
- Course retakes as described above do not apply to Project Paper and Internship.

## 20. TERMINATION OF STUDIES

20.1 The Senate has the right to terminate a student who is found to have provided false information regarding their admission to the University;

- 20.2 Students will receive the status TERMINATED or FAIL AND TERMINATED for the following reasons:
- 22.4.1 Students who obtain a CGPA of less than 2.00 in any semester
  - 22.4.2 Students who receive Conditional Pass (LB) status for 2 consecutive semesters;
  - 22.4.3 Students who do not show progress in the preparation of the Dissertation and receive the Unsatisfactory (TM) status for two (2) consecutive semesters;
  - 22.4.4 Students who have reached the maximum study period;
  - 22.4.5 Students who fail F/XAU (Fail) for the same course for the 2nd time;
  - 22.4.6 Students who fail the internship/practicum for the 2nd time;
  - 22.4.7 Students who do not submit the Dissertation corrections within the timeframe set by the Viva Committee meeting;
  - 22.4.8 International students who do not have a student pass within 2 study semesters;
  - 22.4.9 International students who do not meet the English language requirements within two (2) study semesters;
  - 22.4.10 Students who fail to graduate within the stipulated time period based on the scholarship agreement under the Institute of Graduate Studies; and
  - 22.4.11 Student who have been charged due to violating the university rules.
- 20.3 Students who receive the status FAIL AND TERMINATED and TERMINATED may appeal to the Institute Graduate Studies through the faculty in writing subject to consideration and approval by the Graduate Studies Committee.
- 20.4 The current semester of the terminated student will be considered as the student's study period.
- 20.5 Appeals for continuing studies can be made within three (3) weeks from the date of the termination notice. Any appeals received after the specified period will not be considered.
- 20.6 Students who have been approved for an appeal after being terminated due to reaching the maximum period are not allowed to submit a second appeal.
- 20.7 Appeals must be accompanied by the prescribed fee, and this fee is non-refundable.

## 21. TERMINATION OF STUDENT STATUS

- 21.1 Student status will be TERMINATED if:
- 21.1.1 Fail to settle tuition fees or other payments within the specified period; or
  - 21.1.2 Does not register for courses until the 7th week of lecture; or
  - 21.1.3 Fails to apply for a study deferment in writing to the Institute Graduate Studies after the 7th week of lecture.

- 21.2 Students who receive a termination status may appeal to the Institute Graduate Studies through the faculty in writing, subject to the consideration and approval of the Dean of the Institute Graduate Studies. The current semester of the terminated student will be considered as part of the student's study period.
- 21.3 Students appealing to continue their studies must pay the processing fees and administrative costs to the University. If the application is approved, students must settle the outstanding debts (if any) and the current fees to be reinstated.
- 21.4 If the application is not approved, processing fees and administrative costs will not be refunded.
- 21.5 Appeal must be made within three (3) weeks from the date of the termination notice. Any appeals received after the specified period will not be considered.

## **22. WITHDRAWAL FROM STUDIES**

- 22.1 Students who have withdrawn from studies are not allowed to appeal for continuation of studies. Students must apply as new students.
- 22.2 International students who have withdraw from studies will have their student pass terminated.

## **23. UNIVERSITY FINANCIAL REGULATIONS**

- 23.1 Fees must be settled in full before the semester begins.
- 23.2 If any student (postgraduates, offshore, and international students) encounter problems related to tuition fees, an appeal for fee payment in installments should be submitted to the Bursar Office for consideration.
- 23.3 New students can claim refunds through the Bursar Office if they withdrew from studies for a semester by submitting approval letters from the Institute Graduate Studies.
- 23.4 The fee payment rate and approval of tuition fee refund is subject to the current Bursar Office circulars in force.

## **22. GENERAL PROVISIONS**

- 22.1 The Senate has the right to take appropriate action against students who are found guilty of submitting false information regarding admission to the University.
- 22.2 The Senate, at its discretion, may allow any reasonable exceptions or amend any relevant regulations for enforcement for the benefit of the University.
- 22.3 All decisions of the Senate regarding student appeal will be managed by the Institute Graduate Studies.
- 22.4 Students are responsible to understanding and comply all the regulations contained in the Academic Regulations Handbook for Graduate Programs.

## RULES & REGULATION OF SULTAN IDRIS EDUCATION UNIVERSITY MASTER PROGRAM BY COURSEWORK

By exercising the power granted by Paragraph 29, the Constitution of Sultan Idris Education University (Graduate Studies Program), the Senate of Sultan Idris Education University establishes the following regulations:

### 1. NAME, EFFECTIVE DATE, AND USAGE

- 1.1 This regulation is called the Sultan Idris Education University Regulations (Master's Program BY Coursework) 2011 (Amendment 2024).
- 1.2 This regulation shall apply to all students of Sultan Idris Education University enrolled in THE Graduate Studies Programs.

### 2. DEFINITIONS

In this regulation, unless the context otherwise requires:

**"Academic Staff"** means full-time and permanent or contract teaching staff of the University.

**"Faculty"** means any academic center offering academic programs and courses.

**"Compulsory Attendance"** means any course or activity attendance required by the faculty/instructors, even if the course or activity is not included in the academic program/graduate requirements.

**"Degree"** means the award conferred by the University to a student who has fulfilled graduation requirements.

**"Institute of Graduate Studies"** means the institute established by the University under Section 21(1) of the University Constitution to manage, administer, and coordinate the Graduate Studies Programs.

**"Graduate Studies Committee"** means the committee established at the University to oversee Graduate Studies Programs chaired by the Vice-Chancellor.

**"Faculty Graduate Studies Committee"** means the committee established at the faculty to oversee Graduate Studies Programs chaired by the respective Faculty Dean.

**"Academic Misconduct"** means actions by students violating Article 8 of the Sultan Idris Education University Regulations (Student Discipline) 1999.

**"Coursework"** means the method of implementing a course that requires graduate students to complete assignments, exams, and any other forms of assessment.

**"Credit Count"** means the credits considered in the calculation of PNGS and PNGK recognition.

**"Passing Credits"** means credits obtained for courses passed.

**"Course"** means a unit of study leading to a certain number of credit hours typically offered and completed within a semester.

**"Audit Course"** means a course taken for academic purposes, but the course credits are not counted in the GPA calculation. Students auditing a course must attend all lectures/tutorials/practicals and complete all assignments (required to pass) but are not required to sit for the final exam (if applicable). If a student does not meet the audit course requirements, their name will be removed from the audit list. [144th Senate Meeting No. 7/2016]

**"Specialization Courses"** are courses identified in a particular field.



"**Elective Courses**" are courses that can be chosen from Research Methodology Courses, Education Courses, and Specialization Field Courses from any Faculty.

"**Research Methodology Courses**" are University-designated Research Methodology courses for students to take.

"**Education Courses**" are courses related to education offered by any Faculty, especially the Faculty of Human Development.

"**Comprehensive Examination**" means a written exam involving Research Methodology and Specialization components.

"**Study Mode**" refers to the type of Master's program structure offered by the University, covering Research Master's, Research and Coursework Master's, and Coursework Master's.

"**Affiliated Country**" refers to countries that use Malay as a medium of instruction. For example, Indonesia, Singapore, Brunei, and Southern Thailand.

"**Student**" means an individual registered to pursue Graduate Studies Programs at Sultan Idris Education University.

"**Examiner**" means an academic appointed by the Faculty and endorsed by the Senate to assess student work and examination scripts.

"**Academic Advisor**" means an academic appointed by the Faculty to advise students on academic matters.

"**Course Registration**" means student registration through an online system at the beginning of each semester according to the approved schedule.

"**Semester Registration**" means student registration through an online system for each study semester to activate their status as university students.

"**Assessment**" means any form of evaluation to measure students' academic achievement.

"**Supervisor**" means an academic proposed by the Faculty to supervise and examine Project Papers.

"**Cumulative Grade Point Average (CGPA)**" means the average sum of grade points earned for all semesters attended.

"**Semester Grade Point Average (SGPA)**" means the average grade points earned in a given semester.

"**Examination**" means any form of assessment to measure students' academic achievement conducted by the University.

"**Study Program**" means groups of courses, training, and research or a combination of courses, training, and research designed and offered to meet the requirements for the award of a Master's Degree approved by the Senate.

"**Senate**" means the highest body with ultimate authority over all academic matters established according to Section 20(1) of the Sultan Idris Education University Constitution 1998.

"**Student Information System**" means a system built and supervised by IGS for the purpose of storing student data and records.

"**Registration Slip**" means a slip containing course information registered by the student.

"**Examination Slip**" means a slip containing examination information and must be brought to the examination hall/room.

"Program Structure" means the arrangement of programs offered by the Institute of Graduate Studies based on the study mode.

"Study Period" means the period of time allocated to students to complete the Master's study structure.

"University" means Sultan Idris Education University (UPSI).

"Medical Officer" refers to a registered medical doctor or dentist serving with the Government of Malaysia and for the purposes of General Orders 6 and 32, including any medical doctor or dentist serving at any government health center/hospital.

### 3. PROGRAM STRUCTURE

3.1 Studies involve courses and preparation of project papers or taking comprehensive examinations.

3.2 Comprehensive Examination - Students need to add two (2) specialization courses to meet the minimum credit requirement for graduation as a condition for taking the Comprehensive Examination.

### 4. COURSE / PROJECT PAPER REGISTRATION

4.1 Students must settle fees and register for courses / project papers no later than the 2nd week of the teaching session according to the program structure offered by the University..

4.2 Course registration after the 2nd week of the teaching session will incur a fine according to the number of days late.

Item	Fine Rate (RM)
Late Course Registration/Adding Courses	30.00/course and 10.00/day

4.3 Registration of course credit hours is as follows;

Study Status	Credit Hours	
	Minimum	Maximum
Full-time	4	16
Part-time	4	12

4.4 Students are allowed to register for credits exceeding the maximum credit hours with the approval of the Dean of the Faculty.

4.5 Dropping courses after the 7th week of the academic session will incur a fine based on the number of days late.

Item	Fine Rate (RM)
Late Course Drop	30.00/course and 10.00/day

4.6 Course / project paper registration for international students is subject to the e-VAL and student pass application and approval process.

## 5. DEFERMENT OF STUDIES

### 5.1 Deferment due to Critical Health Reasons

- 5.1.1 Applications for the deferment of studies due to critical health reasons may be made by submitting the latest medical report from the Medical Officer and obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the course of study and is permitted for two (2) consecutive semesters.
- 5.1.3 Applications must be submitted each semester.
- 5.1.4 The third (3rd) deferment of studies due to critical health reasons is subject to certification by the University Medical Officer. Students must submit the latest health report for certification by the University Medical Officer.
- 5.1.5 Deferment requests must be made through the student portal. Any requests after the 14th week of classes are not allowed.
- 5.1.6 The study period during the critical health deferment is not counted towards the maximum duration of the study program.
- 5.1.7 Financial implications related to the deferment of studies are subject to the current UPSI Financial Regulations.

### 5.2 Deferment for Reasons Other Than Health

- 5.2.1 Applications for the deferment of studies for reasons other than health can be made until the 7th week of the academic session by obtaining certification from the Faculty Dean and approval from the IGS Dean.
  - 5.2.2 Deferment for two (2) consecutive semesters is not permitted.
  - 5.2.3 Deferment requests must be made through the student portal.
  - 5.2.4 Students in their maximum semester are not eligible to deferment studies for personal reasons.
  - 5.2.5 Financial implications related to the deferment of studies are subject to the current UPSI Financial Regulations.
- 5.3 For students who defer their semester before the 7th week of the academic calendar, fees and other charges will be carried over to the next semester.
- 5.4 Approval for the deferment of studies for reasons other than health after the 7th week of the academic session will result in no exceptions, and existing fees will not be carried over to the next semester.
- 5.5 Sponsored students applying for deferment of studies must first obtain written approval from the sponsoring party.
- 5.6 During the deferment of studies, students lose their status as University students until they re-register for their studies.
- 5.7 Students who resume their studies after completing the approved deferment period are required to re-register.

## 6. CHANGE OF MODE /FIELD / PROGRAM

- 6.1 Students may change their modules/fields/programs of study with the support of the Faculty Dean and approval from the Institute Graduate Studies Dean.
- 6.2 Applications must be submitted no later than the second (2nd) semester of study, and applications made after this period will not be considered.
- 6.3 For international students, applications must be submitted no later than the first (1st) semester of study, and applications made after this period will not be considered.
- 6.4 The following are the requirements for the purpose of exchanging modules/fields/programs of study from mode C to mode A or B:

New Mode	Requirements
Research Mode	i) Change of Mode Application Form ii) Research Proposal iii) Supervisor Proposal
Research and Coursework Mode	i) Change of Mode Application Form ii) Supervisor Proposal

- 6.5 Students must submit their change requests before the 7th week of the academic session. Requests made after this period will not be processed, and the approval for exchange will only take effect in the following semester.
- 6.6 Change of modules/fields/programs is allowed only once during the course of study before the end of the 2nd semester.
- 6.7 For international students, change of modules/fields/programs is allowed only once during the course of study before the end of the first semester.
- 6.8 Students who have been approved for module change are not allowed to replace audited courses with grades.
- 6.9 Students must retake courses specified in the program structure according to the study components to fulfill credit requirements and graduation conditions.
- 6.10. Applications for exchanging grades of courses must be approved by the IGS Dean.
- 6.11 Applications for change of modules/fields/programs by international students must obtain confirmation from the International Mobility Centre (IMC)).

## 7. STUDY PERIOD

- 7.1 The study period for full-time students is a minimum of three (3) semesters (1.5 years) and a maximum of six (6) semesters (3 years).
- 7.2 The study period for part-time students is a minimum of four (4) semesters (2 years) and a maximum of ten (10) semesters (5 years).
- 7.3 Change of study status is allowed only twice during the study period. The University reserves the right to offer study statuses offered each semester.
- 7.4 Applications for a change of study status must be made no later than before the beginning of the final semester of the student.
- 7.5 Students may apply for an extension of the study period no later than three (3) months before the end of the final semester with the support of the Faculty Dean and approval from the Institute Graduate Studies Dean. Approved extensions are allowed once during the study, subject to the project paper percentage and conditions as follows:

- 7.5.1 having project paper percentages:
- i. 80% and above: an additional 1 semester
  - ii. 60-79%: an additional 2 semesters
  - iii. 59% and below: no additional semesters to be considered

- 7.6 Students approved for extension are not allowed to defer their studies in that semester except for certified health reasons.
- 7.7 The Senate may grant exception for outstanding students who can complete their studies before the minimum study period set.
- 7.8 All applications must be endorsed by the faculty and submitted to the Institute Graduate Studies for endorsement by Senate.

## **8. RESIDENCY REQUIREMENTS**

- 8.1 International students must be on campus for at least one (1) semester or cumulatively throughout the study period (subject to program and faculty requirements).
- 8.2 All international students must have a student pass within two (2) semesters of study. Failure to do so will result in the student being suspended from studies.
- 8.3 All students (local and international) who receive sponsorship/scholarships must be physically present on campus/field subject to program and faculty requirements.

## **9. ATTENDANCE**

- 9.1 Students are required to attend all scheduled meetings for a course, including lectures/tutorials/practicals, including Compulsory Attendance (HW) as determined by the Faculty.
- 9.2 Students who fail to comply with the above regulations for any course without acceptable reasons by the Senate will not be allowed to sit for the examination for the respective course.
- 9.3 Students who do not meet an 80% attendance for lectures/tutorials/practicals will be barred from sitting for the examination.

## **10. CREDIT TRANSFER**

- 10.1 Students may apply for credit transfer for courses from any institution recognized by the Senate.
- 10.2 Approval for credit transfer will be decided by the Faculty Graduate Studies Committee.
- 10.3 The maximum credit transfer amount is 12 credits except for Research Methodology courses
- 10.4 Courses for credit transfer must have a minimum grade of "B" and the duration of the course taken must not exceed 5 years from the date of application.
- 10.5 The courses applied for transfer must be equivalent to at least 75% of the content of the courses required at UPSI.
- 10.6 The Faculty determines the approval of the types of courses that can be allowed for credit transfer.

- 10.7 For students who change programs, grades for unrelated courses will be dropped.
- 10.8 For students who withdraw from studies, they may re-register as new students but are not allowed to transfer credits. Credit transfer is only allowed for students who already have a Master's Degree & wish to register for another Master's Program.

**11. COMPREHENSIVE EXAMINATION**

- 11.1 Students for 2013 intake and above may choose either to sit for the Comprehensive Examination or to carry out the Project Paper.

**12. PROJECT PAPER**

- 12.1 The Project Paper shall be between 10,000 to 20,000 words (subject to Faculty Graduate Studies Committee, supervisor, and field expert's approval). The word count requirement for specific programs may refer to the guidelines set by the Faculty.
- 12.2 One project shall be prepared by the student to meet program requirements.
- 12.3 The project paper must be completed within two (2) semesters after registering for the project paper. If the project cannot be completed after the end of the third semester, the student is considered to have failed.
- 12.4 At the end of each semester after registering the project paper, the student must submit a Graduate Research Progress Report (LKPS) to the Faculty.  
[Senate Meeting No. 165 Item 4/2018].
- 12.5 Failure to meet the above requirements will result in the student being given an Unsatisfactory (TM) status. Acceptance of TM status for two (2) consecutive semesters will result in the student being given a Failed and Terminated status.  
[Senate Meeting No. 165 Item 4/2018].
- 12.6 Repeating the project paper requires approval from the Dean of the Faculty.
- 12.7 The Faculty will appoint a supervisor to supervise the student's project.
- 12.8 The project must be prepared according to the format and style specified by the University.
- 12.9 Project papers accepted for the award of a degree from another university will not be accepted for the award of a degree from this University.
- 12.10 Students are encouraged to publish the results of their projects with the approval of the supervisor.
- 12.11 The Project Paper can be written in Malay or English. The abstract must be written in both languages.
- 12.12 The project paper can be written in languages other than Malay and English for the following programs only:

PROGRAM	FIELD	LANGUAGE OF WRITING FOR THE PROJECT PAPER
Master of Education	Islamic Education	Arabic Language

However, approval from the IGS Meeting must be obtained on a case-by-case basis before students begin their research, based on solid justification. Students are also required to submit translated titles and abstracts in Malay and English to the IGS as a graduation requirement.

- 12.13 The project paper will be evaluated by the supervisor (First Assessor) and Second Assessor appointed by the Faculty. The final mark should be discussed by the Supervisor and Second Assessor to determine the final mark.
- 12.14 The complete Project Paper must be submitted by the student to the supervisor. Students must submit three (3) copies of the complete project paper along with two (2) CDs in PDF format after being informed by the Faculty.

### **13. INTERNSHIP / PRACTICUM**

- 13.1 Students are given a period of two (2) semesters to complete the internship/practicum course after registration.
- 13.2 Students who cannot meet the requirements set in one semester may re-register for the Internship course a second time in the following semester.
- 13.3 Students will be given an SM (Making Progress) status for that semester on the condition that proof of progress is submitted to the supervisor/lecturer. A TM (Unsatisfactory) status may be given to students if no evidence is submitted.
- 13.4 If this course is not completed after the second semester has ended, the student is considered to have failed and must retake the course.
- 13.5 Only one (1) retake is allowed, and the new grade will replace the old grade.
- 13.6 Students will be TERMINATED if they fail the internship/practicum for the second time.

### **14. PROJECT SUPERVISION**

- 14.1 The Faculty shall appoint a supervisor after the student has registered for the Project Paper.
- 14.2 Students may register for the Project Paper after completing at least 24 credit hours.

### **15. ASSESSMENT AND EXAMINATION**

- 15.1 A student must settle all tuition fees before being allowed to take any examination.
- 15.2 Assessment for courses consists of various methods such as written examinations, projects, seminar presentations, and others deemed suitable for the course.
- 15.3 Final semester students who fail a course are allowed to sit for a Special Examination within four (4) weeks after the results are announced.
- 15.4 Substitute Examinations may be given to students who are unable to take the scheduled examination due to emergency reasons within two weeks after the Examination week ends with the approval of the IGS Dean through the Faculty Dean.

### **16. DEGREE AWARDING**

- 16.1 The degree conferred by the University Senate is the Master's Degree (according to the relevant field).
- 16.2 The awarding of this degree is subject to:
- 16.2.1 Meeting all graduation requirements for the designated study program..
- 16.2.2 Passing all designated courses.

16.2.3 Achieving a minimum CGPA of 3.00

16.3 The examination results of a student must be endorsed by the University Senate.

## 17. GRADE SYSTEM

17.1 Students will be given grades and scores for each course as per Schedule below:

Schedule 1: Grade System

MARKS	GRADE	VALUE
80-100	A	4.00
75- 79	A-	3.75
70-74	B+	3.45
65-69	B	3.00
60-64	C+	2.75
59 and below	F	0.00

17.2 The following statuses are also provided

TL	: Incomplete
SM	: Making Progress
TM	: Unsatisfactory
AU	: Audit
BT	: Not Completed
X	: Barred / Absent from Examination
KA	: Academic Misconduct
G	: Failed
KM	: Less Satisfactory
XAU	: Audit Requirement Not Met

### NOTE:

- a) TL status may be given if a graduate student does not complete any assignment requirements for a course except for exams or tests and must be completed before the second week of the following semester, subject to the following conditions:
  - Application for TL status must be submitted to the Dean Institute of Graduate Studies after obtaining approval from the respective lecturer and made before the end of the 12th week of the semester concerned; and
  - TL status must be redeemed within the period set by the Dean Institute of Graduate Studies.
- b) SM/TM status will be given if a student registered for a course continuously or in the process of preparing the Dissertation paper satisfactorily (SM) or unsatisfactorily (TM).
- c) AU status will be given to students who register for courses as audit.
- d) BT (Not Completed) status is given if a student did not complete the Program Structure requirements and Graduation requirements, for example, not completing course components and publications.



- e) Grade F is given if a graduate student did not take an exam (for courses with final exams) or did not meet the course weighting set for reasons unacceptable by the University Senate.
- f) Status X is given if a student is barred from taking an exam due to attendance in lectures or tutorials of less than 80%.
- g) Status X is given if a graduate student is late for more than 30 minutes and is prevented from entering the examination hall without reasonable cause.
- h) Students who receive Status X may take a Substitute Examination with the approval of the Dean Institute of Graduate Studies.
- i) Students who receive Status X and do not have permission to retake the Substitute Examination will be considered as Failed.
- j) Final semester students who require graduation are allowed to take the Special Examination with the approval of the Dean Institute of Graduate Studies.
- k) For students who change programs, the G status will be given to courses that are not equivalent to the new course.
- l) Weak pass students (grade C+) may retake the relevant course to improve their CGPA, and the best grade will replace the old grade. The old grade will be recorded, and its value will not be taken into account in the calculation of the CGPA.
- m) The calculation system of PNGS and CGPA:
  - PNGS: 
$$\frac{\text{Total Grade Value for One Semester}}{\text{Total Credit Value Taken in that Semester}}$$
  - CGPA: 
$$\frac{\text{Total Grade Value for All Semesters}}{\text{Total Credit Value Taken in All Semesters}}$$

## 18. REQUIREMENTS FOR CONTINUING STUDIES

### 18.1 Pass Status

- Students who achieve a CGPA of 3.00 or above in the relevant semester are considered Passed and eligible to continue their studies in the next semester.
- Showing satisfactory progress in preparing the project paper and obtaining the Making Progress (SM) status.

### 18.2 Conditional Pass Status

- Students who achieve a CGPA of less than 3.00 and at least 2.00 at the end of the relevant semester are given a Conditional Pass.

### 18.3 Fail Status

- Students who achieve a CGPA of less than 2.00 in any semester will gain the status Fail and Terminated;
- Students who achieve a CGPA of less than 3.00 or Conditional Pass (CP) in two (2) consecutive semesters will Fail and Terminated

#### 18.4 Course Retake

- Students who receive a grade of C+ in any course may retake the course to improve their CGPA, and the best grade will replace the old grade.
- Students who fail any course (grade F) must retake the course the following semester. Only two retakes are allowed, and the best grade (C+ or above) will replace the old grade.
- Retaking courses as above is not applicable for Project Papers and InternshIGS.  
[Senate Meeting No. 144, Issue No. 7/2016]

### 19. TERMINATION OF STUDIES

- 19.1 The Senate reserves the right to terminate a student who is found to have provided false information regarding their entry into the University.
- 19.2 Students will be given a TERMINATION status or FAILED AND TERMINATED for the following reasons:
- 19.2.1 Students who achieve a CGPA of less than 2.00 in any semester
  - 19.2.2 Students who receive Conditional Pass (CP) status for 2 consecutive semesters;
  - 19.2.3 Students who have reached the maximum duration of study;
  - 19.2.4 Students who receive a grade of F/XAU (Failed) for the same course for the 2nd time;
  - 19.2.5 Students who fail Internship for the 2nd time;
  - 19.2.6 Students who fail to submit the Project Paper within the specified period.
  - 19.2.7 International students who do not have a student pass within 2 semesters of study;
  - 19.2.8 International students who do not meet the English language requirement within two (2) semesters of study;
  - 19.2.9 Students who fail to graduate within the stipulated time period based on the scholarship agreement under the Institute of Graduate Studies; and
  - 19.2.10 Convicted for violating University Regulations.
- 19.3 Students who receive a status of Failed and Terminated may appeal to the Institute Graduate Studies through the faculty in writing, subject to consideration and approval by the Graduate Studies Committee.
- 19.4 The current semester of the terminated student will be considered as the student's study period.
- 19.5 Appeals to continue studies can be made within three (3) weeks from the date of the termination notice. Any appeals received after the specified period will not be considered.
- 19.6 Students who have been granted an appeal after being terminated for reaching the maximum duration are not allowed to submit a second appeal.
- 19.7 Appeals must be accompanied by the specified fee, and this fee is non-refundable.

## **20. STATUS TERMINATION AS A STUDENT**

- 20.1 Status as a student will be terminated if he/she:
  - 20.1.1 fails to settle tuition fees or other payments within the specified time; or
  - 20.1.2 fails to register for courses by the 7th week of the semester; or
  - 20.1.3 fails to apply for a study deferment in writing to the Institute of Graduate Studies after the 7th week of the semester.
- 20.2 Students who receive termination status may appeal to the Institute Graduate Studies through the faculty in writing and subject to consideration and approval by the Dean of the Institute of Graduate Studies. The current semester of the terminated student will be considered as the student's study period.
- 20.3 Students appealing to continue their studies must pay processing fees and administrative costs to the University. If the application is approved, students must settle any outstanding debts (if applicable) and current fees to be activated as active student.
- 20.4 If the application is not approved, the processing fee and administrative costs will not be refunded.
- 20.5 Appeals must be made within three (3) weeks from the date of the termination notice. Any appeals received after the specified period will not be considered.

## **21. WITHDRAWAL FROM STUDIES**

- 21.1 Students who have withdrawn from studies are not allowed to appeal for resumption of studies. Students need to apply as new students.
- 21.2 International students who withdraw from studies will have their student pass terminated.

## **22. UNIVERSITY FINANCIAL REGULATIONS**

- 22.1 Fees must be settled in full before the semester begins.
- 22.2 If any student (postgraduates, offshore and international students) encounters problems related to tuition fees, an appeal for fee payment in installments should be submitted to the Treasury Department for consideration.
- 22.3 New students can claim refunds through the Treasury Department if they withdraw from studies for a semester by submitting approval letters from the Institute of Graduate Studies.
- 22.4 The payment rates and approval for tuition fee refunds are subject to the circulars issued by the Treasury Department that are currently in effect.

## **23. GENERAL PROVISIONS**

- 20.1 The Senate has the right to take appropriate action against students found guilty of providing false information regarding admission to the University.
- 20.2 The Senate, at its discretion, may allow any reasonable exceptions or amend any rules deemed appropriate for enforcement for the benefit of the University.

- 20.3 All decisions of the Senate regarding appeals by students will be managed by the Institute Graduate Studies.
- 20.4 Students are responsible for understanding and complying with all regulations contained in the Academic Regulations Handbook for Graduate Programs.

## UNIVERSITY REGULATIONS OF SULTAN IDRIS EDUCATION UNIVERSITY DOCTOR OF PHILOSOPHY STUDY PROGRAM

In exercising the powers conferred by Paragraph 29, the Constitution of Sultan Idris Education University (Graduate Studies Program), the Senate of Sultan Idris Education University establishes the following regulations:

### 1. NAME, COMMENCEMENT, AND APPLICATION

- 1.1 These regulations shall be known as the Sultan Idris Education University Regulations (Doctor of Philosophy Degree Program) 2011 (Amendment 2024).
- 1.2 These regulations shall apply to all students of Sultan Idris Education University who are enrolled in the Graduate Studies Program.

### 2. DEFINITION

In these regulations, unless the context otherwise requires:

**"Academic Staff"** means full-time teaching staff of the University who hold permanent or contract positions.

**"Faculty"** means any academic center offering academic programs and courses.

**"Mandatory Attendance"** means any course or activity attendance mandated by the faculty/lecturer, even if the course or activity is not part of the curriculum/graduation requirements.

**"Degree"** means the award conferred by the University to a student who has fulfilled graduation requirements.

**"Institute of Graduate Studies"** means the institute established by the University under Section 21(1) of the University Constitution to manage, administer, and coordinate the Graduate Studies Program.

**"Research Proposal Examination Committee"** means the committee established by the Faculty to approve and endorse students' research proposals.

**"Thesis Examination Committee"** means the committee established by the Senate to evaluate the Thesis.

**"Graduate Studies Committee"** means the committee established at the University to supervise the Graduate Studies Program, chaired by the Vice-Chancellor.

**"Faculty Graduate Studies Committee"** means the committee established at the Faculty to supervise the Graduate Studies Program, chaired by the respective Faculty Dean.

**"Academic Misconduct"** means actions by students that violate Article 8 of the Sultan Idris Education University Regulations (Student Discipline) 1999.

**"Course"** means a unit of study leading to a certain number of credit hours commonly offered and completed in a semester.

**"Audit Course"** means a course taken for study purposes, but the course credits are not counted in the CGPA calculation. Students auditing a course must attend all lectures/tutorials/practicals and complete all assignments (mandatory pass) but are not required to take the final examination (if any). If a student does not meet the audit course requirements, the student's name will be removed from the audit list. [Senate Meeting No. 144 Agenda 7/2016]

**"Specialization Course"** refers to courses identified in a specific field.

**"Elective Course"** refers to courses that can be selected from Research Methodology Courses, Education Courses, and Specialization Area Courses from any Faculty.

**"Research Methodology Courses"** are Research Methodology courses prescribed by the University for students to take.

**"Education Courses"** are education-related courses offered by any Faculty, especially the Faculty of Human Development.

**"Kindred Country"** means a country that uses Malay as the medium of instruction. For example, Indonesia, Singapore, Brunei, and Southern Thailand.

**"Student"** means an individual who has registered to pursue a Graduate Studies Program at Sultan Idris Education University.

**"Internal Examiner"** means an academic staff proposed by the Faculty and approved by the Graduate Studies Committee to evaluate a student's Thesis.

**"External Examiner"** means an expert from outside the University certified by the University's Graduate Studies Committee and appointed by the Senate to evaluate a student's Thesis.

**"Academic Advisor"** means an academic staff appointed by the Faculty to advise a student on academic matters.

**"Course Registration"** means student registration through the online system at the beginning of each semester according to the Senate-approved calendar.

**"Semester Registration"** means student registration through the online system at each academic semester to activate oneself as a university student.

**"Assessment"** means any form of evaluation to measure a student's academic achievement.

**"Supervisor"** means an academic staff proposed by the Faculty and approved by the Graduate Studies Committee to supervise a student's Thesis.

**"Co-Supervisor/Associate Supervisor"** means an academic staff appointed together with the Supervisor by the Graduate Studies Committee to supervise a student's research and Thesis preparation.

**"Study Program"** means a group of courses, training, and research or a combination of courses, training, and research designed and offered to meet the requirements for the Doctor of Philosophy degree as approved by the Senate.

**"Senate"** means the highest body with ultimate authority over all academic matters established under Section 20(1) of the Sultan Idris Education University Constitution 1998.

**"Student Information System"** means the system built and supervised by the Institute of Graduate Studies for the purpose of storing student data and records.

**"Registration Slip"** means a slip containing course information registered by a student.

**"Program Structure"** means the arrangement of programs offered by the Institute of Graduate Studies.

**"Thesis"** means an academic research report submitted by a graduate student to meet the requirements of the Doctor of Philosophy program.

**"Final Thesis"** means the Thesis manuscript perfected after passing the examination.

**"Study Period"** means the period set for students to complete the Doctor of Philosophy study structure.

"University" means Sultan Idris Education University (UPSI).

"Viva" means an oral examination attended by members of the Thesis Examination Committee.

"Journal Article" Collection of research papers or scientific articles published after review by an editor appointed by a committee or accredited body (articles accepted for publication in any journal recognized by the Institute of Graduate Studies).

"First Author" Study/research produced and submitted/presented by the student in a journal article/seminar or conference (first author's name in writing).

"Co-author" Study/research produced and presented by individuals affiliated with Sultan Idris Education University. Individuals in this context are lecturers/supervisors of students (names following the student's name).

"Peer-reviewed Journal" An article published that has undergone a peer review process by several experts in the field appointed by the journal.

"Medical Officer" A registered medical doctor or dental doctor serving with the Malaysian Government and for the purposes of Orders General 6 and 32 including any medical doctor or dental doctor serving with any government health center/hospital.

### 3. PROGRAM STRUCTURE

- 3.1 Studies involve research and thesis preparation.
- 3.2 Students are required to undertake at least one research methodology course as an audit course throughout their studies. Students may also be required to take certain other courses upon the recommendation of the supervisor and faculty.

### 4. COURSE AUDIT / THESIS REGISTRATION

- 4.1 Students must settle fees and register for audit courses and the thesis no later than the second (2nd) week of the academic session according to the program structure offered by the University.
- 4.2 Students are required to register for the thesis each semester for the purpose of recording research progress.
- 4.3 Registration for courses after the second week of the academic session will incur a fine according to the number of late days.

Item	Fine Rate (RM)
Late Registration/Addition of Courses	30.00/course and 10.00/day

- 4.4 The dropping of courses after the 7th week of the academic session will incur a fine based on the number of days late.

Item	Rate Fine (RM)
Late Dropping of Courses	30.00/course and 10.00/day

- 4.5 Registration of Audit Courses / Thesis for international students is subject to the e-VAL application and approval process and sponsorship approval.

## 5. DEFERMENT OF STUDIES

### 5.1 Deferment of studies due to Critical Health Reasons

- 5.1.1 Applications for deferment of studies due to critical health reasons can be made by submitting the latest medical report from the Medical Officer and obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the course of study and is allowed for two (2) consecutive semesters.
- 5.1.3 Applications must be submitted each semester.
- 5.1.4 Deferment of studies due to critical health reasons for the third time (3) is subject to certification by the University Medical Officer. Students must submit the latest health report for certification by the University Medical Officer.
- 5.1.5 Applications for deferment must be made through the student portal. Any application after the 14th week of lectures is not allowed..
- 5.1.6 The duration of study during the critical health deferment period is not counted in the calculation of the maximum study period for the study program.
- 5.1.7 Financial implications related to deferment of studies are subject to current UPSI Financial Regulations.

### 5.2 Deferment due to Reasons Other than Health

- 5.2.1 Applications for deferment of studies due to reasons other than health can be made until the 7th week of the academic session by obtaining certification from the Faculty Dean and approval from the IGS Dean.
- 5.2.2 Deferment of studies for two (2) consecutive semesters is not allowed.
- 5.2.3 Applications for deferment must be made through the student portal.
- 5.2.4 Students who are in the maximum semester are not eligible to defer their studies for personal reasons.
- 5.2.5 Financial implications related to deferment of studies are subject to current UPSI Financial Regulations..
- 5.3 For students who defer the semester before the 7th week of the academic calendar, fees and other charges will be carried forward to the next semester.
- 5.4 Approval of deferment of studies for students due to reasons other than health after the 7th week of the academic session, there is no exception, and existing fees and charges will not be carried forward to the next semester.
- 5.5 Sponsored students applying for deferment of studies must first obtain written certification from the sponsoring party.
- 5.6 During the deferment of studies, students lose their status as university students until they re-register for their studies.



- 5.7 Students who resume their studies after completing the approved deferment period are required to re-register.

## **6. CHANGE OF MODE / FIELD / PROGRAM**

- 6.1 Students may change their mode / fields / programs with the support of the Faculty Dean and approval from the Dean of the Institute of Graduate Studies.
- 6.2 Students may apply for the change of mode / fields / programs with the endorsement of the Faculty and approval for the change of mode / fields / programs for Doctor of Philosophy (Ph.D.) Students who do not involve the appointment of a supervisor, the application is to be decided at the IGS level, provided that the Faculty has made the approval certification.
- 6.3 Applications must be submitted no later than the 2nd semester of study, and applications made after this period will not be considered.
- 6.4 For international students, applications must be submitted no later than the first (1st) semester of study, and applications made after this period will not be considered.
- 6.5 Students must submit change applications before the 7th week of lectures. Applications after this period will not be processed, and approval for change will only be effective in the following semester.
- 6.6 Change of mode / fields / programs is allowed only once during the study period before the end of the 2nd semester of study.
- 6.7 For international students, change of modes / fields / programs is allowed only once during the study period before the end of the first semester of study.
- 6.8 For Ph.D. students approved for change of mode, replacing audit courses obtained with grades is not permitted.
- 6.9 Students must retake courses specified in the program structure according to the study component to fulfill credit requirements and graduation criteria.
- 6.10 Applications for changes of course grades must obtain approval from the IGS Dean.
- 6.11 Applications for the change of modules / fields / programs for international students must obtain confirmation from the International and Mobility Center (IMC).

## **7. PRESENTATION OF RESEARCH PROPOSALS**

- 7.1 Students are required to attend at least one (1) research proposal presentation before undergoing the research proposal presentation session. The completion letter and transcript will not be issued if students do not meet this requirement.
- 7.2 Students must prepare and present their research proposal at the Faculty level after obtaining certification from the supervisor.
- 7.3 The research proposal must be reviewed and approved by the Faculty's Research Proposal Examination Committee.
- 7.4 Ph.D. students must make a research proposal presentation within the specified period as follows:

Status of Doctor of Philosophy (Ph.D.) Students' Studies	Presentation of Research Proposal must be completed before
Full-time	the end of the second semester
Part-time	the end of the third semester

- 7.5 Students will be given an UNSATISFACTORY (KM)/Unsatisfactory (TM) status if they fail to present their research proposal within the stipulated period. Details of the status are as follows:

Status of Doctor of Philosophy (PhD) Studies		Status yang akan diterima
Third Semester (full-time)	First Time	KM
Fourth Semester (part-time)		
Fourth Semester (full-time)	Second Time	TM
Fifth Semester (part-time)		
Fifth Semester (full-time)	Third Time	TM and terminated (TM status twice consecutively)
Sixth Semester (part-time)		

- 7.6 Students who have presented their research proposals but need to make revisions to the proposal and present it for the second time are subject to the following time periods:

Study Status	The maximum period for correction and resubmission	The status that will be received if failed to meet the specified period
Full-time	Before the 14th week of the following semester	KM (Less satisfactory) - first time
		TM (Unsatisfactory) - second time
Part-time	Before the 14th week of the next two semesters.	KM (Less satisfactory) - first time
		TM (Unsatisfactory) - second time

- 7.7 The statuses mentioned above will be granted even if the student has submitted the Research Progress Report (RPR) and the supervisor has given a Very Satisfactory (SM) status.
- 7.8 For students who defer their studies due to either critical health issues or other reasons, this status will only be given for the active semester(s) of the student.
- 7.9 Students approved for the change of modes / fields / programs of study must make a re-presentation of the research proposal if they change their research topic.

## 8. PRESENTATION OF RESEARCH FINDINGS

- 8.1 Presentation of research findings must be made by the student before submitting the notice and the initial Thesis to IGS.
- 8.2 The presentation of research findings can be conducted after the findings are obtained or after the Thesis is completed by 80%. Students must present all research findings.
- 8.3 Students are not allowed to submit the initial Thesis if they have not made the presentation of research findings.

Note: The method of conducting the presentation of research findings can be determined by the faculty itself. However, the faculty must ensure that the evaluation panel for the presentation of research findings is the same as appointed during the proposal presentation.

## 9. STUDY PERIOD

- 9.1 The study period for full-time students is a minimum of six (6) semesters (3 years) and a maximum of ten (10) semesters (5 years).
- 9.2 The study period for part-time students is a minimum of eight (8) semesters (4 years) and a maximum of fourteen (14) semesters (7 years).
- 9.3 Change of study status is allowed only twice throughout the study period. The University reserves the right to offer study statuses each semester.
- 9.4 Applications for changing study status must be made no later than before the final semester begins.
- 9.6 Students may apply for an extension of the study period no later than three (3) months before the end of the final semester, with the support of the Faculty Dean and approval of the Dean of the Institute of Graduate Studies. Approved extension requests are only allowed once throughout the study, subject to Thesis completion percentage and the following conditions:
  - 9.6.1 has completed the research proposal presentation; and
  - 9.6.2 has a thesis completion percentage of:
    - i. 80% and above: additional 1 semester
    - ii. 60-79%: additional 2 semesters
    - iii. 59% and below: no additional semester considered
- 9.7 Students approved for an extension are not allowed to defer their studies in that semester except for certified health reasons.
- 9.8 The Senate may make exceptions for outstanding students who can complete their studies before the minimum study period.
- 9.9 Students may also submit the initial thesis to IGS earlier than the specified time.
- 9.10 All applications must be endorsed by the faculty and submitted to the IGS level for further submission to the Senate.

## 10. RESIDENCY REQUIREMENTS

- 10.1 International students must be on campus for at least one (1) semester or cumulatively throughout the study period (subject to program and faculty requirements).
- 10.2 All international students must have a student pass within two (2) semesters of study. Failure to do so will result in the student being suspended from their studies.
- 10.3 All sponsored/scholarship students (local and international) must be physically present on campus/field as required by the program and faculty.

## 11. ATTENDANCE

- 11.1 Students are required to meet with their supervisors according to the frequency specified by the Faculty and record these meetings.
- 11.2 At the end of each semester, students must submit the Graduate Research Progress Report to the Faculty for submission to the Institute of Graduate Studies.

- 11.3 Failure of students to meet the above requirements will result in an Unsatisfactory (TM) status. Two (2) consecutive TM statuses will result in a Failed and Discontinued status.

## 12. THESIS

- 12.1 The Thesis must be between 80,000 to 100,000 words (subject to Faculty, supervisor, and field expert approval). The word count requirement for specific programs may refer to the guidelines set by the Faculty.
- 12.2 The word count for the Thesis includes only Chapters 1 to 5. IGS reserves the right not to accept Theses submitted if they do not meet the minimum or exceed the word count limit.
- 12.3 The thesis must be prepared according to the format and writing style specified by the University.
- 12.4 The thesis can be written in either Malay or English. The abstract must be written in both languages.
- 12.5 Theses can also be written in languages other than Malay and English, subject to Senate/JPS approval based on strong justification. Students are also required to submit translated titles and abstracts in Malay and English to IGS as a graduation requirement.
- 12.6 Theses accepted for degree awarding by other universities cannot be accepted for degree awarding by this University.
- 12.7 Students intending to submit their Thesis for examination must:
- 12.7.1 submit a notice along with proof of payment of the thesis examination fee to IGS using a special form at least three (3) months before the thesis submission date for examination with the supervisor's approval (after the Thesis is completed by 80%).
  - 12.7.2 submit seven (7) soft-bound copies of the thesis for examination along with a Turnitin report.
- 12.8 Students must submit the final thesis, which has been examined and approved in format by the Institute of Graduate Studies before graduation.
- 12.9 Students must submit three (3) copies of the final thesis, examined and approved in format by IGS, bound, and a compact disc (CD) copy in PDF format, before graduation.
- 12.11 Research findings and theses are the property of the University.

## 13. PUBLICATION REQUIREMENTS

- 13.1 Students must publish two (2) article in a refereed journal before qualifying for graduation.

\* Details:

- (i) The article must have been accepted for publication by submitting evidence;
- (ii) The student must be the first author;
- (iii) The student must include the supervisor's name as a co-author and corresponding author;
- (iv) Students may include the name of the co-supervisor as a co-author;
- (v) Universiti Pendidikan Sultan Idris as the first affiliate;
- (vi) Students are encouraged to publish in high-indexed journals such as MyCite, ISI, SCOPUS, ERA;
- (vii) The graduation certificate will only be issued once the publication requirement is fulfilled.

13.2 Publications that do not meet the above requirements will not be considered as fulfilling the graduation requirement.

#### 14. THESIS SUPERVISION

14.1 The Senate shall appoint academic members from any Faculty as Supervisors and/or Co-Supervisors and/or Associate Supervisors from any IPTA or reputable institution to supervise research and Thesis preparation.

14.2 The appointment of Supervisor/Co-Supervisor/Associate Supervisor must be endorsed by the Faculty and approved by the Graduate Studies Committee.

14.3 Supervisor exchanges are allowed with support from the Faculty and approval from the original and new supervisors, and approved by the Graduate Studies Committee.

14.4 Co-Supervisors/Associate Supervisors may consist of academics from external universities and/or experts from external organizations.

14.5 Students must submit the Graduate Research Progress Report to the supervisor every semester of their study period using the method specified by the Institute of Graduate Studies.

#### 15. ASSESSMENT AND EXAMINATION

15.1 A student must settle all tuition fees before being allowed to take any examination.

15.2 Thesis examination fees must be paid before the initial thesis notice is submitted for examination.

15.3 If re-examination is required, additional fees will be charged based on the prevailing rate.

15.4 Theses will be examined by three (3) examiners consisting of one (1) Internal Examiner and two (2) External Examiners appointed by the University Senate based on nominations from the Faculty.

15.5 The supervisor is required to submit the assessment report of the thesis they supervised and may attend as an observer and provide opinions to the Viva Committee.

15.6 Thesis examination arrangements shall be made by the Institute of Graduate Studies.

15.7 Assessment reports of the Thesis by the Internal Examiner and External Examiner must adhere to the thesis assessment form.

15.8 Assessment reports by the Internal Examiner and External Examiner must be submitted to the Institute of Graduate Studies.

15.9 A Viva Committee shall be appointed by the Senate.

15.10 A Viva Committee consisting of:

- Chairman: Deputy Vice-Chancellor / Professor / Associate Professor with at least three (3) years of experience (in a different field) appointed by IGS [Senate Meeting No. 186, 2020]
- Member: Dean of the Faculty or his/her representatives
- Member: Internal Examiner
- Member: Two (2) External Examiners
- Member: Dean of IGS or his/her representative
- Secretary: IGS Secretary

Note: Corrections suggested need to be minuted by the supervisor and confirmed by the Chairman.

Note:

- A minimum of two (2) examiners must be present
- If only one examiner is available, the absent examiner may be contacted through other means such as phone, Skype, Google Chat, etc.
- For those absent, the report will be read by the chairperson.

[Senate Meeting No. 136, Item No. 11/2015]

- 15.11 Students will be called by the Viva Committee to defend their thesis orally (viva voce).
- 15.12 The certification of thesis assessment by the Viva Committee shall be presented for Senate approval:
- awarding the Doctor of Philosophy degree to the student without amendments to the thesis; or
  - awarding the Doctor of Philosophy degree to the student subject to minor corrections such as typographical errors, spelling, punctuation, clarifying facts, arguments, and conclusions as recommended by the Viva Committee. Candidates are given a period not exceeding three (3) months to rectify it. Thesis corrections need only to be endorsed by the Supervisor; or
  - awarding the Doctor of Philosophy degree to the student subject to major minor corrections such as clarifying facts, arguments, and conclusions and rewriting part of the thesis as recommended by the Viva Committee. Candidates are given a period not exceeding six (6) months to rectify it. Thesis corrections need only to be endorsed by the Supervisor and the Internal Examiner if decided in the Viva Meeting; or
  - awarding the Doctor of Philosophy degree to the student subject to major corrections such as reanalyzing data, revising conclusions, and rewriting part of the thesis. This corrected thesis must be re-examined and endorsed by the Viva Committee. Candidates are given a period not exceeding twelve (12) months to make amendments; or
  - Fail and not awarded the Doctor of Philosophy degree.
- 15.13 The Viva Committee may certify that a thesis achieving a high standard be awarded the grade "Pass with Distinction."
- 15.14 The resubmission period for major corrections, i.e., 12 months, is as follows:
- 15.14.1 Resubmission of the thesis should occur at least six (6) months after the viva.
  - 15.14.2 Students must ensure that all corrections indicated by the examiner are fully addressed.
  - 15.14.3 For major and minor corrections, the supervisor and examiner are given a minimum of one (1) month before the correction deadline to review the student's corrected thesis based on the Viva Meeting decision.
- 15.7 Students are allowed to make one (1) appeal for an extension to the correction submission deadline with a maximum period of one (1) month. Extension requests will be considered by the Dean, IGS.
- 15.8 Assessment for specific programs may refer to guidelines established by the Faculty.

## 16. DEGREE AWARD

- 16.1 The degree awarded is the Doctor of Philosophy (in the relevant field)).
- 16.2 The award of this degree is subject to:
  - 16.2.1 Meeting all graduation requirements for the designated study program.
  - 16.2.2 Passing the thesis
- 16.3 The examination results of an individual student must be endorsed by the University Senate.

## 17. REQUIREMENTS TO CONTINUE STUDY

- 17.1 Pass Status
  - Demonstrates satisfactory progress in thesis preparation and attaining the status of Moderately Advanced (MA) in each semester.

## 18. TERMINATION OF STUDIES

- 18.1 The Senate has the right to terminate the enrollment of any student found to have provided false information regarding their admission to the University.
- 18.2 Students will receive a status of TERMINATED or FAILED AND TERMINATED for the following reasons:
  - 18.2.1 Students who obtain a CGPA of less than 2.00 in any semester
  - 18.2.2 Students who obtain a Conditional Pass (CP) status for 2 consecutive semesters;
  - 18.2.3 Students who fail to show progress in thesis preparation and obtain a TM status for two (2) consecutive semesters;
  - 18.2.4 Students who have reached the maximum duration of study;
  - 18.2.5 Students who fail to submit thesis corrections within the deadline set by the Viva Committee Meeting;
  - 18.2.6 International students who do not have a student pass within 2 semesters of study;
  - 18.2.7 International students who do not meet the English language requirements within two (2) semesters of study;
  - 18.2.8 Students who fail to graduate within the stipulated time period based on the scholarship agreement under the Institute of Graduate Studies; and
  - 18.2.9 Convicted of violating University regulations.
- 18.3 Students who receive a Failed and Terminated status can appeal to the Institute of Graduate Studies through the faculty in writing, subject to consideration and approval by the Graduate Studies Committee.
- 18.4 The semester during which the student is terminated will be counted as part of the student's study period.

- 18.5 Appeals to continue studies can be made within three (3) weeks from the date of the termination letter. Any appeals received after the specified period will not be considered.
- 18.6 Students who have been granted an appeal after being terminated for reaching the maximum duration are not allowed to submit a second appeal.
- 18.7 Appeals must be accompanied by the specified fee, which is non-refundable.

## **19. TERMINATION OF STUDENT STATUS**

- 19.1 Student status will be terminated and the student will be discontinued if:
  - 19.1.1 Fail to settle tuition fees or other payments within the specified period; or
  - 19.1.2 Fail to register for courses by the 7th week of classes; or
  - 19.1.3 Fail to apply for a study deferment in writing to the Institute of Graduate Studies after the 7th week of classes.
- 19.2 Students who receive a discontinued status can appeal to the Institute of Graduate Studies through the faculty in writing, subject to consideration and approval by the Dean of the Institute of Graduate Studies. The semester during which the student is discontinued will be counted as part of the student's study period.
- 19.3 Students appealing to continue their studies must pay the processing fee and administrative costs to the University. If the application is approved, the student must settle any outstanding debts (if applicable) and current fees to be reactivated.
- 19.4 If the application is not approved, the processing fee and administrative costs will not be refunded.
- 19.5 Appeals must be made within three (3) weeks from the date of the termination letter. Any appeals received after the specified period will not be considered.

## **20. WITHDRAWAL FROM STUDIES**

- 20.1 Students who have withdrawn from their studies are not allowed to appeal to resume their studies. Students need to submit a new student application.
- 20.2 International students who withdraw from their studies will have their student pass terminated.

## **21. UNIVERSITY FINANCIAL REGULATIONS**

- 21.1 Fees must be settled in full before the semester resumes.
- 21.2 If any student (postgraduates, coastal, and international students) faces issues related to tuition fees, an appeal for fee payment in installments must be submitted to the Treasury Department for consideration.
- 21.3 New students can claim refunds through the Treasury Department if they withdraw from studies for a semester by providing approval letter from the Institute of Graduate Studies.
- 21.4 The fee payment rates and approval of fee refunds are subject to the current Treasury Department circulars in force.



## **23. GENERAL PROVISIONS**

- 23.1 The Senate reserves the right to take appropriate action against students found guilty of providing false information regarding admission to the University.
- 23.2 The Senate, at its discretion, may allow any reasonable exceptions or amend any regulations deemed appropriate for enforcement in the best interest of the University.
- 23.3 All decisions of the Senate regarding student appeals will be managed by the Institute of Graduate Studies.
- 23.4 Students are responsible for understanding and complying with all regulations contained in the Graduate Studies Academic Regulations Handbook.

## ACADEMIC REGULATIONS OF SULTAN IDRIS EDUCATION DOCTOR OF EDUCATION STUDY PROGRAM

By virtue of Paragraph 29, the Constitution of Sultan Idris Education University (Postgraduate Programs), the Senate of Sultan Idris Education University establishes the following regulations:

### 1. NAME, COMMENCEMENT, AND APPLICATION

- 1.1 These regulations are named the Sultan Idris Education University Regulations (Doctor of Education Program (Ed.D) 2017 (Amendment 2024).
- 1.2 These regulations shall apply to all students of Sultan Idris Education University enrolled in Postgraduate Programs.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires:

**"Academic Staff"** means full-time teaching staff of the University holding permanent or contractual positions.

**"Faculty"** means any academic center offering academic programs and courses.

**"Compulsory Attendance"** means any course or activity attendance required by the faculty/instructor, even if the course or activity is not part of the academic structure/graduation requirements.

**"Degree"** means the award conferred by the University to a student who has fulfilled graduation requirements.

**"Institute of Graduate Studies"** means the institute established by the University under Section 21(1) of the University Constitution to manage, administer, and coordinate the Graduate Studies Program.

**"Research Proposal Examination Committee"** means the committee established by the Faculty to approve and endorse student research proposals.

**"Thesis Examination Committee"** means the committee established by the Senate to evaluate the Thesis.

**"Graduate Studies Committee"** means the committee established at the University to oversee Graduate Studies Programs, chaired by the Vice-Chancellor.

**"Faculty Graduate Studies Committee"** means the committee established at the Faculty to oversee Graduate Studies Programs, chaired by the Dean of the respective Faculty.

**"Academic Misconduct"** means actions by students that violate Article 8 of the Sultan Idris Education University Regulations (Student Discipline) 1999.

**"Course"** means a unit of study leading to a certain number of credit hours typically offered and completed within a semester.

**"Audit Course"** means a course taken for educational purposes, but course credits are not included in the GPA calculation. Students auditing a course must attend all lectures/tutorials/laboratories and complete all assignments (passing is mandatory) but are not required to sit for the final examination (if any). If a student fails to meet the audit course requirements, the student's name will be removed from the audit list.

**"Specialization Courses"** are courses identified within a particular field.

**"Elective Courses"** are courses that can be chosen from Research Methodology Courses, Education Courses, and Specialization Field Courses from any Faculty.

**"Research Methodology Courses"** are research methodology courses designated by the University for students to take.

"**Education Courses**" are courses related to the field of education offered by any Faculty, especially the Faculty of Human Development.

"**Malay Archipelago**" refers to countries that use the Malay language as a medium of communication. For example, Indonesia, Singapore, Brunei, and Southern Thailand.

"**Student**" means an individual who has registered to pursue Postgraduate Programs at Sultan Idris Education University.

"**Internal Examiner**" means an academic appointed by the Faculty and approved by the Graduate Studies Committee to assess the student's Thesis.

"**External Examiner**" means an expert from outside the University certified by the University's Graduate Studies Committee and appointed by the Senate to assess the student's Thesis.

"**Academic Advisor**" means an academic appointed by the Faculty to advise students on academic matters.

"**Course Registration**" means student registration through the online system at the beginning of each semester based on the approved schedule.

"**Semester Registration**" means student registration through the online system at the beginning of each semester to activate enrollment as a university student.

"**Assessment**" means any form of evaluation to measure students' academic achievements.

"**Supervisor**" means an academic appointed by the Faculty and approved by the Graduate Studies Committee to supervise the student's Thesis.

"**Co-Supervisor**" means an academic appointed jointly with the Supervisor by the Graduate Studies Committee to supervise the research and preparation of the student's Thesis.

"**Study Program**" means groups of courses, training, and research or combinations of courses, training, and research designed and offered to meet the requirements for the Doctor of Education degree approved by the Senate.

"**Senate**" means the highest body with ultimate authority over all academic matters established under Section 20(1) of the Sultan Idris Education University Constitution 1998.

"**Student Information System**" means a system built and supervised by IGS for the purpose of storing student data and records.

"**Registration Slip**" means a slip containing course information registered by the student.

"**Program Structure**" means the arrangement of programs offered by the Institute of Graduate Studies.

"**Thesis**" means an academic research report submitted by a graduate student to fulfill the requirements of the Doctor of Education program.

"**Final Thesis**" means the finalized version of the Thesis after passing the Doctor of Education Viva.

"**Study Period**" means the period set for students to complete the Doctor of Education study structure.

"**University**" means Sultan Idris Education University (UPSI).

"**Viva**" means an oral examination conducted by the Thesis Examination Committee.

**"Journal Article"** A collection of research papers or scientific articles published after review by an editor appointed by a committee or authorized body (articles accepted for publication in any journal recognized by IGS).

**"First Author"** Research/study produced and submitted/presented by the student in a journal article/seminar or conference (first author's name in writing).

**"Co-Author"** Research/study produced and presented by individuals affiliated with Sultan Idris Education University. Individuals in this context are lecturers/supervisors of students (names following the student's name).

**"Refereed Journal"** An article published that has undergone a peer-review process by several experts in the field appointed by the journal.

**"Medical Officer"** A registered medical doctor or dentist serving with the Government of Malaysia and for the purposes of General Orders 6 and 32 including any medical doctor or dentist serving in any government health center/hospital.

### 3. PROGRAM STRUCTURE

3.1 The program entails courses and thesis preparation.

### 4. COURSE / THESIS REGISTRATION

4.1 Students must clarify fees and register for courses / thesis no later than the second week of the academic session according to the program structure offered by the University.

4.2 The minimum credit hours registration for courses is 4 credit hours, and the maximum is 12 credit hours.

4.3 Course registration after the second week of the academic session will incur fines based on the number of days overdue.

Item	Fine Rate (RM)
Late Registration/Adding Courses	30.00/course and 10.00/day

4.4 Students are allowed to register for credits exceeding the maximum limit with the approval of the Dean of the Faculty.

4.5 Students are required to register for a Thesis in each semester for the purpose of recording research progress.

4.6 Students may register for a Thesis at the beginning of each semester after completing 40 credit hours of courses.

4.5 Dropping courses after the seventh week of the academic session will incur fines based on the number of days overdue.

Item	Fine Rate (RM)
Late Course Drop	30.00/course and 10.00/day

- 4.6 Course / Thesis registration for international students is subject to the application process and approval from e-VAL and the student pass.

## 5. DEFERMENT OF STUDY

### 5.1 Deferment due to Critical Health Reasons

- 5.1.1 Applications for deferment of study due to critical health reasons must be made by submitting current medical reports from a Medical Officer and obtaining approval from the Dean of the Faculty and the Dean of IGS.
- 5.1.2 Deferment due to critical health reasons is allowed for three (3) semesters throughout the study period and is permitted for two (2) consecutive semesters..
- 5.1.3 Applications must be submitted each semester.
- 5.1.4 The third deferment of study due to critical health reasons requires certification by the University Medical Officer. Students must submit current health reports to be certified by the University Medical Officer.
- 5.1.5 Deferment applications must be made through the student portal. Any applications after the 14th week of lecture is not permitted.
- 5.1.6 The study period during deferment due to critical health reasons is not counted towards the maximum duration of the study program.
- 5.1.7 Financial implications related to deferment of study are subject to current UPSI Financial Regulations.

### 5.2 Deferment due to Reasons Other than Health

- 5.2.1 Applications for deferment of study due to reasons other than health may be made until the 7th week of the academic session with approval from the Dean of the Faculty and the Dean of IGS.
- 5.2.2 Deferment of study for two (2) consecutive semesters is not permitted.
- 5.2.3 Deferment applications must be made through the student portal.
- 5.2.4 Students in their maximum semester are not eligible to defer study for personal reasons.
- 5.2.5 Financial implications related to deferment of study are subject to current UPSI Financial Regulations.

- 5.3 For students who defer a semester before the 7th week of the academic calendar, fees and other charges will be carried forward to the next semester.

- 5.4 Approval of deferment of study for students due to reasons other than health after the 7th week of the academic session will result in no exceptions, and existing fees will not be carried forward to the next semester.

- 5.5 Sponsored students applying for deferment of study must first obtain written approval from the sponsoring party.

- 5.6 During a deferment of study, students lose their status as university students until they re-register for their studies.

- 5.7 Students who resume their studies after the approved deferment period are required to re-register.

## 6. CHANGE OF MODE / FIELD / PROGRAM

- 6.1 Students may change mode / fields / programs of study with support from the Dean of the Faculty and approval from the Dean of the Institute of Graduate Studies.
- 6.2 Students may apply for a change of mode / fields / programs with certification from the faculty and approval for the exchange of mode / fields / programs for Doctor of Education students who do not involve supervisor appointment only needs to be decided at the IGS level provided that the Faculty has given the approval.
- 6.3 Applications must be submitted no later than the 2nd semester of study, and applications made after this period will not be considered.
- 6.4 For international students, applications must be submitted no later than the first (1st) semester of study, and applications made after this period will not be considered.
- 6.5 Students must submit their change applications before the 7th week of lectures. Applications after this period will not be processed, and approval for the change will only take effect in the following semester.
- 6.6 Change of modes / fields / programs is allowed only once during the study period before the end of the 2nd semester of study.
- 6.7 For international students, change of mode / fields / programs is allowed only once during the study period before the end of the first semester of study.
- 6.8 For Doctor of Education students who are approved for mode change, they are not allowed to replace audit courses obtained with grades.
- 6.9 Students must retake the courses specified in the program structure according to the study component to fulfill credit requirements and graduation conditions.
- 6.10 Applications for change of course grades must be certified by the IGS Dean.
- 6.11 Applications for change of modes / fields / programs for international students must obtain confirmation from the International and Mobility Center (IMC).

## 7. RESEARCH PROPOSAL PRESENTATION

- 7.1 Students are required to attend at least one (1) research proposal presentation before undergoing the research proposal presentation session. A completion letter and transcript will not be issued if students fail to meet this requirement.
- 7.2 Students must prepare and present their research proposal at the Faculty level after obtaining approval from their supervisor.
- 7.3 The research proposal must be reviewed and approved by the Faculty Research Proposal Examination Committee.
- 7.4 The maximum duration given to Doctor of Education students to make a research proposal presentation is as follows:

Study Status	Students are required to make a presentation of the research proposal in
Full-time / Part-time	*Thesis registration semester (Semester 4)

\*Note: Before the end of the semester

- 7.5 UNSATISFACTORY (TM) / LESS SATISFACTORY (KM) status will be given to students if they have not made a research proposal presentation after the thesis registration semester (for full-time and part-time students), even though the student has submitted the Research Progress Report (RPR) and the supervisor has given a satisfactory status. The following are the assessment levels set for students:

Study Status		Status Received
After the second semester of thesis registration (full-time & part-time)	First Time	KM
After the third semester of thesis registration (full-time & part-time)	Second Time	TM
After the fourth semester of thesis registration (full-time & part-time)	Third Time	TM and terminated (TM status twice in a row)

7.6 Students who have made a research proposal presentation but need to make amendments to the research proposal and present it a second time are subject to the following timeframes:

Study Status	Maximum time for correction and re-presentation	Status received if failed to meet the specified time period
Full-time & Part-time	Before the 14th week of the next semester	KM (Less Satisfactory) - first time
		TM (Unsatisfactory) - second time

## 8. PRESENTATION OF RESEARCH FINDINGS

- 8.1 Presentation of research findings is encouraged to be conducted by students before submitting notices and the preliminary Dissertation to the IGS.
- 8.2 Presentation of research findings can be carried out after obtaining the findings or when the Thesis is completed by 80%. Students are required to present all research findings.

Note: The method of conducting the presentation of research findings may be determined by the faculty itself. However, the faculty must ensure that the evaluation panel for the presentation of research findings is the same as appointed during the research proposal presentation.

## 9. DURATION OF STUDY

- 9.1 The duration of study for full-time students is \*a minimum of six (6) semesters (3 years) and a maximum of ten (10) semesters (5 years).
- 9.2 The duration of study for part-time students is \*a minimum of eight (8) semesters (4 years) and a maximum of fourteen (14) semesters (7 years).
- 9.3 Change of study status is allowed only twice during the study period. The University reserves the right to offer study status changes offered in each semester.
- 9.4 Applications for changing study status must be made no later than before the commencement of the final semester.
- 9.5 Students may apply for an extension of study duration no later than three (3) months before the end of the last semester with the support of the Dean of the Faculty and approval from the Dean of the Institute of Graduate Studies. The approved extension application is allowed only once during the study period and is subject to the percentage of completion of the Thesis and conditions as follows:

9.5.1 has completed the research proposal presentation; and

9.5.2 has a thesis completion percentage of:

- i. 80% and above: additional 1 semester
- ii. 60-79%: additional 2 semesters
- iii. 59% and below: no consideration for additional semester

9.6 Students approved for an extension are not allowed to defer their studies in that semester unless for certified health reasons.

9.7 The Senate may grant exceptions for outstanding students who can complete their studies before the minimum study period set.

9.8 Students may also submit the preliminary Dissertation to the IGS earlier than the designated timeframe.

9.9 All applications must be certified by the faculty and submitted to the Institute of Graduate Studies for Senate approval.

## **10. RESIDENCY REQUIREMENTS**

10.1 International students must be on campus for at least one (1) semester or cumulatively throughout the study period (subject to program and faculty requirements).

10.2 All international students must possess a student pass within two (2) semesters of study. Failure to do so will result in the student being terminated from their studies.

10.3 All sponsored/scholarship students (local and international) must be physically present on campus/field as required by the program and faculty.

## **11. ATTENDANCE IN LECTURES**

11.1 Students are required to attend all scheduled meetings for a course, including Lectures or Tutorials, including Mandatory Attendance (HW) specified by the faculty.

11.2 Students who fail to comply with the above regulations for any course without reasons acceptable to the Senate are not allowed to sit for the examination for the respective course.

11.3 Students who do not meet 80% attendance for lectures or tutorials will be prohibited from taking the examination.

11.4 Students are required to meet with their supervisor according to the frequency determined by the Faculty and record these meetings.

11.5 At the end of each semester, students must submit a Graduate Research Progress Report to the Faculty for submission to the Institute Graduate Studies.

11.6 Failure to meet the above requirements will result in an Unsatisfactory (TM) status. Two (2) consecutive semesters of TM status will result in the Fail and Terminated status.

## **12. CREDIT TRANSFER**

12.1 Students may apply for credit transfer for courses from any institution recognized by the Senate.

12.2 Approval for credit transfer will be decided by the Faculty Graduate Studies Committee.

12.3 The maximum number of credit transfers is 12 credits except for Research Methodology courses.



- 12.4 Courses for credit transfer must have a minimum grade of "B" and the duration of the course taken must not exceed five (5) years from the date of application.
- 12.5 The courses applied for transfer must be equivalent to at least 75% of the content of the courses required at UPSI.
- 12.6 The Faculty determines the approval of the types of courses that can be allowed for credit transfer.
- 12.7 For students who change programs, grades for unrelated courses will be dropped.
- 12.8 For students who withdraw from their studies, they may re-enroll as new students but are not eligible for credit transfer. Credit transfer is only allowed for students who already have a Master's degree and wish to enroll in another Master's program.

### 13. THESIS

- 13.1 The Thesis shall consist of no fewer than 50,000 words and no more than 60,000 words (subject to approval by the Faculty Graduate Studies Committee, supervisor, and subject experts). The word count requirement for specific programs may refer to guidelines established by the Faculty.
- 13.2 The word count for the thesis includes only chapter 1 to 5. IGS reserves the right not to accept theses submitted if they do not meet the minimum or exceed the prescribed word count.
- 13.3 The thesis shall be prepared according to the format and writing style specified by the University.
- 13.4 The thesis may be written in either Malay or English. The abstract shall be written in both languages.
- 13.5 A thesis accepted for the award of a degree from another university cannot be accepted for the award of a degree from this University.
- 13.6 A student following this program structure intending to submit their thesis for examination shall:
  - 13.6.1 Submit a notice along with proof of payment of the thesis examination fee to IGS using a special form at least three (3) months before the thesis submission date for examination, with the supervisor's approval (after the thesis is completed by 80%).
  - 13.6.2 Submit six (6) soft-bound copies of the thesis for examination along with a Turnitin report.
- 13.7 Students must submit the Final Thesis that has been examined and its format approved by the Institute of Graduate Studies before graduation.
- 13.8 Students must submit three (3) copies of the Final Thesis that have been examined and its format approved by IGS, bound, and a CD copy in PDF format, before graduation.
- 13.10 Students are encouraged to publish their research findings subject to approval by the supervisor.
- 13.11 The research findings and thesis are the property of the University.

## 14. PUBLICATION REQUIREMENTS

14.1 Students must publish two (2) article in a refereed journal before qualifying for graduation.

\* Details:

- (i) The article must have been accepted for publication by submitting evidence;
- (ii) The student must be the first author;
- (iii) The student must include the supervisor's name as a co-author and corresponding author;
- (iv) Students may include the name of the co-supervisor as a co-author;
- (v) Universiti Pendidikan Sultan Idris as the first affiliate;
- (vi) Students are encouraged to publish in high-indexed journals such as MyCite, ISI, SCOPUS, ERA;
- (vii) The graduation certificate will only be issued once the publication requirement is fulfilled.

14.2 Publications that do not meet the above requirements will not be considered as fulfilling the graduation requirements.

## 15. THESIS SUPERVISION

15.1 The Senate shall appoint academic staff from any Faculty as Supervisors and/or Co-supervisors and/or Associate Supervisors from any IPTA or reputable institution to supervise research and Thesis preparation.

15.2 The appointment of Supervisor/Co-supervisor/Associate Supervisor shall be endorsed by the Faculty and approved by the Graduate Studies Committee.

15.3 Change of existing supervisor changes is allowed with the support of the Faculty and approval of both the original and new supervisors, and approved by the Graduate Studies Committee.

15.4 Co-supervisors/Associate Supervisors may consist of external university academics and/or experts from external organizations.

15.5 Students must submit the Graduate Research Progress Report to their supervisor every semester throughout their study period using the method specified by the Institute of Graduate Studies.

## 16. ASSESSMENT AND EXAMINATION

16.1 A student must settle all tuition fees before being allowed to take any examination.

### 16.1.1 Course Examinations

16.1.1.1 Course examinations consist of written examinations, projects, seminar presentation assessments, and other assessments deemed appropriate for the course.

16.1.1.2 Final semester students who fail a course are allowed to sit for a Special Examination within four (4) weeks after the results are announced.

16.1.1.3 Supplementary Examinations may be granted to students who are unable to take the scheduled examination due to emergency reasons within two (2) weeks after the examination week ends, with the approval from the IGS Dean through the Faculty Dean.

## 16.2 Thesis Examination

- 16.2.1 The Thesis will be examined by an internal examiner and an external examiner appointed by the University Senate based on nominations from the Faculty.
- 16.2.2 The Supervisor may attend as an observer and provide feedback (if necessary) to the Viva Committee.
- 16.2.3 Assessment reports for the thesis by the Internal and External Examiners shall be guided by the Thesis Evaluation Form.
- 16.2.4 Viva arrangements shall be made by the Institute of Graduate Studies.
- 16.2.5 Reports from the Internal and External Examiners shall be submitted to the Institute of Graduate Studies before the Viva is conducted.
- 16.2.6 The Viva Committee consists of:
- Chairperson: Deputy Vice-Chancellor / Professor / Associate Professor with a minimum of three (3) years of experience (in a different field) appointed by IGS
  - Member: Dean of the Faculty or their representative
  - Member: Internal Examiner
  - Member: External Examiner
  - Member: IGS Dean or their representative (the representative is appointed from among academic staff outside the candidate's Faculty)
  - Secretary: Administrative Officer, IGS  
(Note: Correction minutes are recorded by the supervisor and confirmed by the chairperson)

Note: At least one (1) examiner must be present. For those who are not present, the report will be read by the chairperson.

- 16.2.7 Certification of thesis assessment by the Viva Committee shall be presented for Senate approval to:
- award a Doctor of Education degree to the student without amendments to the thesis; or
  - award a Doctor of Education degree to the student subject to minor corrections such as typographical errors, spelling, punctuation, clarification of facts, arguments, and conclusions as recommended by the Viva Committee. The candidate is given a period not exceeding three (3) months to rectify. Thesis corrections only need to be endorsed by the Supervisor; or  
  
award a Doctor of Education degree to the student subject to moderate major corrections such as clarifying facts, arguments, and conclusions, and rewriting parts of the thesis as recommended by the Viva Committee. The candidate is given a period not exceeding six (6) months to rectify. Thesis corrections only need to be endorsed by the Supervisor and Internal Examiner if decided in the Viva Committee; or
  - award a Doctor of Education degree to the student subject to major corrections such as reanalyzing data, rewriting conclusions, and rewriting parts of the thesis. The corrected thesis needs to be re-examined and endorsed by the Viva Committee. The candidate is given a period not exceeding twelve (12) months to make amendments; or
  - Fail and not being awarded the Doctor of Education degree.

#### 16.2.8 Thesis Grade

The following grades may be awarded based on the achievement of a thesis:

- a) Pass, or
- b) Fail

16.2.9 The Examination Committee may certify that a thesis achieving a high standard be awarded the grade of Pass with Distinction.

16.3 The time period for resubmission of a thesis for major corrections, which is 12 months, is as follows:

16.3.1 Resubmission of the thesis must occur at least six (6) months after the viva voce examination.

16.3.2 Students must ensure that every correction stated by the examiner is fully completed.

16.3.3 For major and moderate corrections, supervisors and examiners are given a minimum of one (1) month before the end of the correction period to review the student's amended thesis based on the viva voce examination decision.

16.4 Students are allowed to appeal for a one-time extension of the correction submission with a maximum period of one (1) month. Extension requests will be considered by the Dean, IGS.

16.5 Assessment for specific programs may refer to the guidelines set by the Faculty.

### 17. DEGREE CONFERMENT

17.1 The degree conferred is the Doctor of Education (according to the relevant field).

17.2 The awarding of this degree is subject to:

17.2.1 fulfilling all graduation requirements for the designated study program;

17.2.2 passing all designated courses.

17.2.3 achieving a minimum CGPA of 3.00; and

17.2.4 passing the thesis.

17.3 The examination results of a student should receive endorsement from the University Senate.

### 18. GRADING SYSTEM

18.1 Students will be assigned grades and scores for each course as per Table 1:

Table 1: Grading System.

MARKS	GRADE	VALUE
80-100	A	4.00
75- 79	A-	3.75
70-74	B+	3.45
65-69	B	3.00
60-64	C+	2.75
59 and below	F	0.00

18.2 The following statuses are also provided::

TL	: Incomplete
SM	: In Progress
TM	: Not Satisfactory
AU	: Audit
BT	: Not Completed
X	: Barred/Failed to attend examination
KA	: Academic Misconduct
G	: Fail
KM	: Less than Satisfactory
XAU	: Audit Requirement Not Met

**NOTES:**

- a) TL (Incomplete) status may be given if graduate students fail to complete any assignment requirements for a course except examinations or tests and must be completed before the second week of the following semester, subject to the following conditions:
  - application for TL status must be submitted to the Dean of the Institute of Graduate Studies after obtaining approval from the respective lecturer and made before the end of the 12th week of the relevant semester; and
  - TL status must be redeemed within the period set by the Dean of the Institute of Graduate Studies.
- b) SM/TM (In Progress) status will be given if students register for courses continuously or in the process of preparing Dissertations with in progress (SM) or not satisfactory (TM) status.
- c) AU (Audit) status will be given to students who register for audit courses.
- d) BT (Not Completed) status is given if students fail to complete the Program Structure requirements and Graduation requirements, for example, not completing course components and publications.
- e) Grade F is given if graduate students do not take the examination (for courses with final exams) or fail to meet the course weighting set by reasons unacceptable to the University Senate.
- f) X status is given if students are barred from taking the examination due to attendance in lectures or tutorials less than 80%.
- g) X status is given if graduate students are late by 30 minutes and barred from entering the examination hall without reasonable cause.
- h) Students who receive X status may take Replacement Exams with the approval of the Dean of the Institute of Graduate Studies.
- i) Students who receive X status and do not obtain permission to retake Replacement Exams will be considered as Fail.
- j) Final semester students requiring graduation are allowed to take Special Examinations with the approval of the Dean of the Institute of Graduate Studies.
- k) For students changing programs, status G will be given to courses that are not equivalent to the new courses.

l) Weak pass students (grade C+) may retake the respective courses to improve their CGPA, and the best grade will replace the old grade. The old grade will be recorded and not counted in the CGPA calculation.

m) Calculation system for Semester Grade Point (GPA) and Cumulative Grade Point Average (CGPA):

GPA:  $\frac{\text{Total Grade Value for One Semester}}{\text{Total Credit Value Taken in the Relevant Semester}}$

CGPA:  $\frac{\text{Total Grade Value for All Semesters}}{\text{Total Credit Value Taken in All Semesters}}$

## 19. REQUIREMENTS FOR CONTINUING STUDIES

### 19.1 Passing Status

- Students achieving a CGPA of 3.00 or above in the respective semester are considered to have passed and are eligible to continue their studies in the next semester.
- Demonstrating satisfactory progress in thesis preparation and obtaining a status of "In Progress" (SM) each semester.

### 19.2 Continuation to Thesis Level

- Students may register for the thesis at the beginning of each semester after completing 24 credit hours.

19.3 Conditional Students achieving a CGPA of less than 3.00 and at least 2.00 at the end of the respective semester are conditionally passed.

### 19.4 Failing Status

- Students obtaining a CGPA of less than 2.00 in any semester will receive failed and terminated status.
- Students obtaining a CGPA of less than 3.00 or Conditional Passing (CP) status in two (2) consecutive semesters will receive failed and terminated status.

### 19.5 Course Retake

- Students who receive a grade of C+ in any course may retake the respective course to improve their CGPA, and the best grade will replace the old grade.
- Students who fail any course (grade F) must retake the course in the following semester. Only two retakes are allowed, and the best grade (C+ and above) will replace the old grade.

## 20. TERMINATION OF STUDIES

20.1 Senate has the right to terminate a student who is found to have provided false information regarding their admission to the University.

20.2 Students will receive the status TERMINATED or FAILED AND TERMINATED for the following reasons:

20.2.1 Students who obtain a CGPA of less than 2.00 in any semester;

- 20.2.2 Students who obtain Conditional Pass (CP) status for 2 consecutive semesters;
  - 20.2.3 Students who fail to show progress in their thesis preparation and obtain an Unsatisfactory (TM) status for two (2) consecutive semesters;
  - 20.2.4 Students who have reached the maximum study period;
  - 20.2.5 Students who receive grades of F/XAU (Fail) for the same course for the 2nd time;
  - 20.2.6 Students who fail the internship/practicum for the 2nd time;
  - 20.2.7 Students who fail to submit thesis revisions within the specified period set by the Viva Committee meeting;
  - 20.2.8 International students who do not have a student pass within 2 semesters of study;
  - 20.2.9 International students who do not meet the English language requirement within two (2) semesters of study;
  - 20.2.10 Students who fail to graduate within the stipulated time period based on the scholarship agreement under the Institute of Graduate Studies; and
  - 20.2.11 Convicted for violating University regulations.
- 20.3 Students who receive the status FAILED AND TERMINATED can appeal to the Institute of Graduate Studies through the faculty in writing, subject to the consideration and approval of the Graduate Studies Committee.
  - 20.4 The current semester of the terminated student will be considered as the student's study period.
  - 20.5 Appeals to continue studies must be made within three (3) weeks from the date of the termination notice. Any appeals received after the mentioned period will not be considered.
  - 20.6 Students who have been approved for an appeal after being terminated due to reaching the maximum period are not allowed to submit a second appeal.
  - 20.7 Appeals must be accompanied by the prescribed fee, which is non-refundable.

## **21. TERMINATION OF STUDENT STATUS**

- 21.1 Student status will be terminated and DISCONTINUED if he/she:
  - 21.1.1 failed to settle tuition fees or other payments within the specified period; or
  - 21.1.2 did not register for courses until the 7th week of classes; or
  - 21.1.3 did not request a study deferment in writing to the Institute of Graduate Studies after the 7th week of classes.
- 21.2 Students who receive a termination status can appeal to the Institute of Graduate Studies through the faculty in writing and are subject to the consideration and approval of the Dean of the Institute of Graduate Studies. The current semester of the terminated student will be considered as the student's study period.
- 21.3 Students appealing to continue their studies must pay processing fees and administrative costs to the University. If the application is approved, the student must settle any outstanding debts (if applicable) and current fees to reactivate their enrollment.

- 21.4 If the application is not approved, processing fees and administrative costs will not be refunded.
- 21.5 Appeals must be submitted within three (3) weeks from the date of the termination notification. Any appeals received after the specified period will not be considered.

## **22. WITHDRAWAL FROM STUDIES**

- 22.1 Students who have withdrawn from studies are not allowed to appeal to continue his/her studies. Students must submit a new student application.
- 22.2 International students who withdraw from studies will have their student pass terminated.

## **23. UNIVERSITY FINANCIAL REGULATIONS**

- 23.1 Fees must be settled in full before the beginning of the semester.
- 23.2 If any students (postgraduate, offshore, and international students) encounters problems related to tuition fees, an appeal for installment payment of fees must be submitted to the Treasurer's Office for consideration.
- 23.3 New students may claim a refund through the Treasurer's Office if they withdraw from studies for a semester by submitting a letter of approval from the Institute of Graduate Studies.
- 23.4 The fee repayment rate and approval for the refund of tuition fees are subject to the present circulars of the Treasurer's Office in force.

## **24. GENERAL PROVISIONS**

- 24.1 Senate has the right to take appropriate action against students found guilty of submitting false information about their admission to the University.
- 24.2 Senate, at its discretion, may allow any exceptions deemed reasonable or amend any rules appropriate to be enforced for the benefit of the University.
- 24.3 All decisions of the Senate regarding student appeal will be managed by the Institute of Graduate Studies.
- 24.4 Students are responsible for understanding and complying with all regulations contained in the Graduate Studies Academic Regulations Handbook.



## SCHEDULE II

### RATE OF FINES AND FEES RELATED TO GRADUATE PROGRAM MANAGEMENT

1. Students may be subject to fines if they fail to comply with any regulations stipulated in the Graduate Program Academic Regulations Book.
2. The rate of fines is subject to the decision of the 57th Meeting of the Standing Financial Committee Bil.1/2014 as follows:

BIL.	ITEM	RATE (RM)
1.	Late Course Registration	30.00 one course
2.	Late Semester Registration	10.00 per day
3.	Late Penalty for Adding/ Dropping Courses via Computer	10.00 per day
4.	Late Return of Academic Attire (Robe)	10.00 per day
5.	Damaged or Lost Academic Attire (Robe)	Master/PhD - 400.00
6.	Lost/Damaged Mortar Board (Cap)	Master/PhD - 80.00
7.	Lost/Damaged Hood (Sash)	Master/PhD - 50.00
8.	Lost/Damaged All Academic Attire	Master/PhD - 450.00
9.	Lost/Damaged Transcript	10.00
10.	Lost/Damaged Degree Certificate	60.00
11.	Lost/Damaged Matrix Card	50.00
12.	Others: 12.1 Late Registration (Returning Students) 12.2 Appeal for Review of Grade Results (Per Subject Rate) 12.1 Appeal to Continue Studies (Failed or Dismissed)	10.00 per day 100.00 25.00

## SCHEDULE III

### ADMINISTRATIVE FEE RATE

\* Imposed on students who apply to continue their studies after being dismissed as students.

Program	Master		Doctor of Philosophy	
	Local	International	Local	International
Administrative Fee Rate	RM300	RM300	RM300	RM300

\* Endorsed by the Executive Management Meeting (MPE) No. 23/2014

## EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMS

### 1.0 CANDIDATE'S RESPONSIBILITIES BEFORE THE EXAMINATION

#### 1.1 Examination Schedule

Candidates must pay attention to the schedule of any examination to avoid errors related to the date, time, and venue of the examination. Candidates are advised to regularly visit the IGS website or UPSI portal for any updated information regarding examinations. Errors made by students in checking the examination schedule cannot be an excuse for failing to attend the examination and are not entitled for rescheduled examinations.

#### 1.2 Attendance

Candidates must arrive at the examination center promptly at the specified time. However, candidates are advised to arrive 30 minutes earlier than the scheduled examination time. Candidates are not allowed to enter the examination hall/room after half an hour of the examination has commenced.

#### 1.3 Documents to be Brought

Candidates are required to bring their student ID card and examination attendance slip. The examination attendance slip is an official document that should be brought into the examination hall. Candidates who do not have the required documents will not be allowed to enter the examination hall.

#### 1.4 Items Allowed to be Brought into the Hall

Candidates are only allowed to bring items such as a small box or bag containing pens, pencils, ruler, calculator (without cover), or other equipment permitted by the chief invigilator/examination invigilator. **(Candidates are prohibited from bringing mobile phones or any communication devices into the examination hall).**

#### 1.5 Entering the Hall

Candidates are only allowed to enter the examination hall **fifteen minutes before the examination begins** and are requested to take their seats quietly and orderly. Candidates need to check their seating number based on the examination attendance slip.

### 2.0 CANDIDATE'S RESPONSIBILITIES DURING THE EXAMINATION

#### 2.1 Completion of Required Information

After taking their seats, candidates are required to:

- i. place their student ID card and examination attendance slip on the right corner of the desk.
- ii. complete the attendance form and place it on the right corner of the desk.
- iii. write their matriculation number, group number (if any), course code, and course name on each answer sheet used.

## **2.2 Interaction with Peers/Invigilators**

Candidates are not allowed to communicate with other candidates during the examination, either through conversation or any other means. If a candidate needs to communicate with an invigilator, they must signal by raising their hands.

## **2.3 Eating, Drinking, and Smoking**

Candidates are not permitted to eat, drink, or smoke during the examination.

## **2.4 Commencement and Ending of Examination**

The Chief Invigilator/Invigilator will make announcements when the examination is about to begin and when it is going to end.

## **2.5 Leaving the Examination Hall**

A candidate is allowed to leave the examination hall only if:

- i. the examination has commenced after an hour; and
- ii. they need to use the restroom with permission from the chief invigilator/invigilator and accompanied by an examination assistant.

Candidates are not allowed to leave the examination hall/room thirty minutes before the examination ends. Candidates are only allowed to leave once all question papers and answer sheets have been collected and counted.

## **2.6 Answer Scripts**

Candidates must tie their examination answer scripts neatly using the provided thread (if applicable) and place them in the top right corner of the desk for collection by the invigilator..

## **2.7 Candidate With Health Conditions**

A candidate who falls ill or is incapacitated during the examination must report it to the duty Chief Invigilator.

## **3.0 CANDIDATE'S RESPONSIBILITIES AFTER THE EXAMINATION**

**3.1** Candidates are not allowed to leave the examination hall/room until instructed to do so by the Chief Invigilator/Invigilator.

**3.2** Candidates are required to retrieve their student ID card and examination attendance slip before leaving the examination hall/room.

**3.3** Candidates are required to leave the examination hall/room in an orderly manner.

**3.4** Candidates are prohibited from removing any examination answer papers, whether blank or used, from the examination hall/room.

**3.5** Candidates may or may not be allowed to take home examination question papers (subject to instructions on the question papers).

#### 4.0 CANDIDATES UNABLE TO TAKE THE EXAMINATION

- 4.1 A candidate who is unable to take an examination for any registered course must provide a written reason for failing to attend the examination to the Faculty, supported by valid documents, before or within seven days after the relevant course examination. Failure to do so will result in being considered as absent from the examination without permission, and no resitting for examination will be allowed.
- 4.2 A candidate subject to who is unable to take an examination due to misreading the schedule or their own negligence is also not allowed to take any replacement examination and is considered to have failed the respective course.
- 4.3 The above is applicable even if the score for assignments or other tests that have been held before the exam is above 60% (pass grade).

#### 5.0 ACADEMIC MISCONDUCT

Academic misconduct refers to actions by students that violate Article 6 and Article 8 of the Sultan Idris Education University Regulations (Student Discipline) 1999, which are:

- 5.1 Article 6, A student must not plagiarize any ideas, writings, data, or creations of others. For the purposes of this regulation, plagiarism includes-
- a) claiming someone else's ideas, writings, data, or creations as one's own; or
  - b) attempting to assert or acting in a way that falsely asserts, in any manner, that one is the original source or creator of an idea, writing, data, or creation that is actually taken from other sources.
- 5.2 Article 8, no student shall-
- a) bring any books, papers, documents, pictures, or other items into or out of any examination room unless authorized by the examiner, or receive any books, papers, documents, pictures, or other items from any other person during an examination unless recommended by the examiner or Examination Committee, and authorized by the Vice-Chancellor.
  - b) write or have written by others on their hands or any other part of their body or clothing any information or diagrams that may be relevant to the examination they are taking.
  - c) communicate with any other student (whether face-to-face or through any form of communication) while an examination is in progress; or
  - d) cheat or attempt to cheat or behave in a manner that can be interpreted as cheating during an examination, including the use of electronic and communication devices.

#### 5.3 Reporting to the Disciplinary Authority

If any student is found to violate any regulations, invigilators/examiners must report to the Disciplinary Authority. In cases of academic dishonesty, the Disciplinary Authority may recommend to the Senate that the accused be given an Academic Misconduct (AM) status. Students found guilty by the Disciplinary Authority will be given an F grade or Fail by the Senate. However, this does not prevent the Disciplinary Authority from taking action under Paragraph 48 of the Sultan Idris Education University Regulations (Student Discipline) 1999.

- 5.4 Action for academic misconduct cases must be taken by the Disciplinary Authority within two (2) weeks after the end of the examination or after receiving a complaint from the complainant.
- 5.5 A student who commits an offense under rules 6 and 8 and is found guilty of the offense may be subject to any one or any combination of two or more appropriate penalties as follows:
- a) warning;
  - b) fine not exceeding two hundred ringgit;
  - c) prohibition from certain parts or sections of the University for a specified period;
  - d) suspension from being a University student for a specified period; or
  - e) expulsion from the University.

## 6.0 REPLACEMENT EXAMINATION

6.1 The University may allow Replacement Examinations for emergency cases as follows:

- a) Students who are facing health problems and have received confirmation from a government doctor or university medical controller that the student is mentally and physically incapable.
- b) Students who face the problem of the death of a mother or father or a close family member or other reasons that do not allow him to attend the exam.
- c) Carry out any activities directed by the University.

6.2 Students need to obtain the approval of the Dean of IGS through the Dean of the Faculty to sit for the Replacement Examination. The Replacement Exam must be taken within two (2) weeks after the end of the exam week.

## 7.0 APPEAL FOR REVIEW OF COURSE FINAL RESULTS

7.1 Students are required to submit an appeal to review the final results for any course to the Institute of Graduate Studies by filling out the prescribed form within two (2) weeks after the announcement of examination results.

7.2 Students must include a payment slip of RM100.00 for each course requested for review.

The appeal form will not be accepted if:

- a) Submitted after the appeal period;
- b) Incomplete; or
- c) Submitted without the payment receipt.

7.3 The Dean of the Faculty shall appoint an examination panel, including the original examiner, to review the final results of the respective course..

7.4 The examination panel shall submit its recommendations for the Faculty's consideration. The Faculty's decision on the appeal will be forwarded to the Graduate Studies Committee (JPS) for Senate approval. The Senate's decision is final.

7.5 The results of the review appeal will be announced to the students after confirmation from the University Senate.

## 8.0 APPEAL TO CONTINUE STUDIES

- 8.1 Students who receive a status of **Fail and Discontinued and Dismissed** may appeal to the University through their respective Faculty in writing and subject to the decision of the Graduate Studies Committee.
- 8.2 Students may submit an appeal if they meet the following conditions:
- a) The student is in their first semester and can retake courses to improve grades and achieve a GPA of 3.00 after repeating the relevant courses.
  - b) Able to demonstrate progress in research supported by the student's Supervisor. Students who have not presented a research proposal will not be considered.
- 8.3 Appeals must be made within three (3) weeks from the date of the termination notice or after the approval of the Senate Meeting. Any appeal received after the specified period will not be considered.
- 8.4 Appeals to continue studies must be endorsed by the Supervisor (if applicable).
- 8.5 The appeal must be accompanied by the specified fee, and this fee is non-refundable.
- 8.6 The decision on the appeal to continue studies will be announced to the student after confirmation from the Graduate Studies Committee.