



Universiti Islam Antarabangsa Sultan Abdul Halim Mu'adzam Shah

جامعة السلطان عبد الحلیم معظم بين الملل الإسلامية العالمية

Sultan Abdul Halim Mu'adzam Shah International Islamic University

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# ACADEMIC REGULATIONS

## -POSTGRADUATE PROGRAMME

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POSTGRADUATE MANAGEMENT CENTRE

SULTAN ABDUL HALIM MU'ADZAM SHAH INTERNATIONAL ISLAMIC UNIVERSITY



**POSTGRADUATE  
MANAGEMENT  
CENTRE**

## CONTENTS

DEFINITION .....	vi - x
SECTION 1: GENERAL ACADEMIC INFORMATION .....	2
1.1. Programmes Structure.....	2
1.1.1. Programmes Offered .....	2
1.1.2. Modes of Programme .....	2
1.2. Entry Requirements .....	3
1.2.1. Academic Requirement .....	3
1.2.2. Language Requirement.....	3
1.2.3. Application for Admission .....	4
1.2.4. Application Process.....	4
1.3. Programme Registration and Course Registration .....	5
1.3.1. Registration of Programme.....	5
1.3.2. Status Activation.....	5
1.3.3. Registration of Coursework/Dissertation/Thesis.....	5
1.3.4. Late Course Registration/Re-Activation.....	6
1.4. Duration of Candidature .....	6
1.4.1. Minimum and Maximum Period.....	6
1.4.2. Exemption from the Minimum Study Period Requirement.....	7
1.4.3. Change of Status.....	7
1.4.4. Change of Programme.....	7
1.4.5. Payment of Fees .....	8
1.4.6. Payment Of Fees For Students Who Have Submitted Thesis/Dissertation ...	8
1.4.7. Final Semester for Research Mode Students Thesis .....	8
1.5. Termination of Study.....	9
1.5.1. Withdrawal of Candidature.....	9
1.5.2. Failing in Examination.....	9
1.5.3. Failure to Maintain Active Status for two Semesters.....	9
1.5.4. Academic Dishonesty .....	9
1.5.5. Disciplinary Rules .....	9
1.5.6. Failure to Report Resumption of Studies/ Deferment of the Study .....	10
1.5.7. Deferment of Candidature.....	10

1.6.	Plagiarism .....	10
1.6.1.	General Statement .....	10
1.6.2.	Prohibition Against Plagiarism.....	10
1.7.	General Provisions .....	12
1.8.	List of Forms .....	12
1.8.1.	General Form.....	12
1.8.2.	Forms for Research Mode .....	12
1.8.3.	Forms for Mixed Mode & Coursework.....	13
SECTION 2: COURSE WORK, MIXED MODE & RESEARCH MODE: POSTGRADUATE PROGRAMMES .....		14
2.1.	Coursework, Thesis and Dissertation Registration .....	15
2.2.	Coursework Registration.....	15
2.3.	Adding & Dropping Courses .....	15
2.4.	Pre-Registration.....	15
2.5.	Adding Courses .....	15
2.6.	Dropping Courses .....	15
2.7.	Withdrawal of Courses .....	15
2.8.	Pre-Requisite Courses (PRQ) .....	16
2.9.	Audit Courses .....	16
2.10.	Credit Transfer and Credit Exemption .....	186
2.11.	Thesis and Dissertation/Project Paper Registration .....	18
2.11.1.	Thesis (Mode A).....	18
2.11.2.	Dissertation (Mode B) .....	18
2.11.3.	Project Paper (Mode C).....	19
2.12.	Supervisors .....	19
2.12.1.	Selecting of Supervisors .....	19
2.12.2.	Supervisor Qualification.....	20
2.12.3.	Duties and Responsibilities of Supervisors.....	20
2.12.4.	Changing of Supervisors .....	21
2.12.5.	Report on Student's Progress (Dissertation & Thesis).....	21

2.13.	Performance Assessment/Evaluation.....	22
2.13.1	Assessment of Coursework.....	22
2.13.2	Attendance Requirement.....	22
2.14.	Awarding of Grades.....	23
2.14.1	Calculating the Unit and Grade Point Average (CGPA).....	24
2.14.2	Academic Standing and Terms of Qualification for Continuing Study .....	24
2.14.3	Repeating/Replacing a Course .....	25
2.15.	Appeal on the Examination Results.....	25
2.15.1	Appeal to Review/Recheck the Course Assessment Results .....	25
2.15.2	Status Given Without Grade Point .....	26
2.16.	Deferment of Examination .....	27
2.17.	Publication Requirements .....	27
2.18.	Examination for Thesis, Dissertation and Project Paper .....	27
2.18.1	Assessment of thesis/dissertation.....	27
2.18.2	Proposal Defence for PhD and Master’s degree (Mode A).....	28
2.19.	Thesis Closure (Mode A).....	28
2.19.1	Notice of Thesis Submission .....	28
2.19.2	Thesis Submission Requirements (Mode A) .....	29
2.19.3	Submission of Thesis for Evaluation .....	29
2.19.4	Convening of the Viva-voce.....	29
2.20.	Examination Result .....	31
2.21.	Post-Examination / Pre-Graduation.....	31
2.22.	Submission of Final Thesis/Dissertation/Project Paper .....	32
2.23.	Termination of Candidature .....	32
2.24.	Re-admission of Candidature .....	32
2.25.	Graduation .....	33
2.26.	General Provisions .....	33
SECTION 3: AUTHORITY AND MANAGEMENT OF POSTGRADUATE PROGRAMMES .....		34
3.1.1.	Kulliyah Postgraduate Committee.....	35
3.1.2.	Postgraduate Studies Committee.....	35
GENERAL PROVISIONS.....		36

## DEFINITION

**"Academic staff"** refers to a full-time academic staff member or to teaching staff on a permanent or contract position.

**"Add or Drop"** refers to adjustment of course registration at the beginning of each semester as specified by the PMC during which a student can register, add or drop a course or courses.

**"CGPA"** refers to Cumulative Grade Point Average, which is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken, divided by the sum of all credit hours.

**"Conditional Pass"** refers to an academic achievement for a course with a grade of B- and  $2.67 \leq GP < 3.00$ . Such grades need to be redeemed with a better grades before the candidate can be considered as a passing grade.

**"Conferment of Postgraduate Degree"** means the award of the postgraduate degree after endorsement of the Senate and confirmation in the convocation.

**"Core Courses"** refers to the courses, which a student **must register and pass** to meet/fulfill the graduation requirement.

**"Co-Supervisor"** refers to a person appointed jointly with another supervisor to supervise the thesis of a student. He/she may be appointed from outside the College/Department/Centre or University.

**"Course"** means a defined area of study or a unit of a curriculum comprising several interrelated topics, which are normally offered in a semester with a specific credit hour load and specified code. **"Course"** also includes research and practical training.

**"Coursework"** refers to a mode of study in which a student attends lectures, tutorials and seminars, and is assessed based on assignments, projects, tests and examinations.

**"Course Registration"** means the official recording of a student's name to study a course or courses.

**"Credit Hours"** means the academic load of a course measured in units per semester. For coursework, one credit hour is usually equivalent to one contact hour, which is the actual instructional interaction between the instructor and the student measured in terms of hours.

**"Deferment of Study"** refers to a granted postponement of studies due to medical or emergency reasons for a specified period.

**"Dismissal"** refers to termination of studies because of poor/unsatisfactory academic progress as indicated by individual grades in courses, GPA, CGPA or an unfavourable progress report by the supervisor.

**“Dissertation”** refers to the documentation of the original research prepared and submitted by the student in partial fulfillment for the award of the degree for the master or doctoral programme.

**“Elective Courses”** refers to a specified list of courses from which a student may choose a minimum number to form his area of specialization and fulfill the graduation requirements of his programme.

**“External Examiner”** refers to a person from outside the University appointed by PMC to evaluate the performance of a master’s or doctoral student.

**“Enrolment”** refers to the process when an applicant registers as a student.

**“Exemption”** refers to the waiver from registering a specific graduation requirement.

**“Re-admission”** refers to the granting of fresh admission into a programme for a student who has been previously dismissed or terminated.

**“Full-time Programme”** means a programme in which courses are designed and classes are scheduled with the assumption that students are pursuing their studies on a full-time basis and are not maintaining full-time employment concurrently with their studies at UniSHAMS.

**“GPA”** refers to Grade Point Average that is the sum of the product of credit hours and the quality point equivalent of the grade for all courses taken divided by the sum of all credit hours of a particular semester.

**“Grade”** refers to the final assessment of a course, based on the total scores awarded for assignments, tests, etc. and the final examination, expressed in numerical marks and the equivalent characters.

**“Graduation”** means the completion of studies for the award of a postgraduate degree.

**“HLI”** refers to Higher Learning Institution.

**“IELTS”** refers to the International English Language Testing Service, administered by the British Council.

**“Internal Examiner”** refers to an academic staff member of the University appointed by the PMC to evaluate the performance of a master’s or doctoral student.

**“Independent Study”** refers to a course offered under special circumstances and conditions, normally being supervised by an appointed academic staff.

**“JKPA –Jawatankuasa Perancangan Akademik”** means Academic Planning Committee.

**“UniSHAMS”** means Universiti Islam Antarabangsa Sultan Abdul Halim Mu’adzam Shah (Sultan Abdul Halim Mu’adzam Shah International Islamic University).

**“Kulliyah”** means a faculty, school, centre or an institute, which may or may not offer a programme of study.

**"Kulliyah Postgraduate Committee"** is a committee formed under the Kulliyah to plan and monitor postgraduate studies and to verify examination results at Kulliyah level to be endorsed by the Postgraduate Committee.

**"Thesis Examination Committee"** refers to a committee comprising all examiners for a Master/PhD student's research work.

**"Main Supervisor"** refers to a person appointed to head the supervisory group whenever a student has more than one (1) supervisor.

**"Maximum Study Period"** is the maximum period within which a student must complete his studies, failing which he may be terminated from the University.

**"Minimum Study Period"** is the shortest period within which a student may qualify to be awarded a postgraduate degree.

**"MUET"** refers Malaysian University English Test.

**"Part-time Programme"** means a programme in which courses are designed and classes are scheduled with the assumption that students are maintaining employment concurrently with their studies at UniSHAMS.

**"Ph.D."** refers to Doctor of Philosophy.

**"Postgraduate Committees"** refers to the committees under the Postgraduate & Research Management Centre. The report of the committee will be informed in the University Senate.

**"Pre-Registration"** refers to early course registration for the following semester, which takes place usually in the 12th week of the regular semester preceding that semester.

**"Pre-Requisite Course"** refers to a specific course which must be completed prior to registering in a relevant postgraduate course.

**"PMC"** refers to the Postgraduate Management Centre.

**"Programme Required Course"** refers to specific core and elective courses prescribed in the programme of study and which must be registered and passed to fulfill the graduation requirement.

**"Programme"** means a prescribed curriculum leading to a postgraduate degree.

**"Provisional Pass"** refers to an academic achievement obtained by a postgraduate student who obtained  $2.67 \leq \text{CGPA} < 3.00$  for Taught Course or "Unsatisfactory Progress" (UP) for Research as stated in Section 2 Clause 8.4.1.

**"Repeating Course"** refers to a student registering for the same course in a subsequent semester and being assessed as if he were taking a new course (possible for both core and elective courses).



**"Replacing Course"** refers to a student registering for an elective course as a replacement for another elective course taken earlier to fulfill the minimum number of elective courses required for graduation.

**"Research Paper"** refers to research work at the postgraduate Master's or PhD level programmes of studies.

**"Research Work"** refers to a mode of study under which a student carries out research under the guidance of a supervisor or a group of supervisors and records his findings in the form of a thesis, dissertation or a research paper.

**"Resumption of Studies"** refers to the granting of resumption of studies to a student who has been terminated due to non-registration (for a lapse of not exceeding 3 years) whilst maintaining a CGPA of 3.00 or above.

**"Semester"** means a duration specified by the Senate allocated for lectures, examinations and similar instructional activities.

**"Senate"** refers to the Senate of the UniSHAMS, the highest authority on academic matters in the University.

**"Special Requirement Course"** refers to courses prescribed for a student for a specific reason, other than the reason for a prerequisite course, and the course(s) may be taken concurrently with the programme courses.

**"Student"** means an applicant who is offered a place in a specified graduate programme after enrolment.

**"Study Period"** refers to a duration within which a student is expected to complete the programme.

**"Termination of Study"** refers to the dismissal of a student for other than academic reasons as deemed fit by the Senate.

**"Thesis"** refers to the documentation of the original research prepared and submitted by the student for the award of the degree for the PhD programme. **"Research Proposal"** is a document comprising research objectives, literature review, methodology, hypotheses and problem statements.

**"Thesis Proposal"** is a document comprising research objectives, literature review, methodology, hypotheses and problem statements.

**"TOEFL"** refers to the Test of English as a Foreign Language, which is administered by the Educational Testing Services International.

**"Transcript"** refers to an official document issued by the University listing all the courses and grades obtained by the student throughout his studies at UniSHAMS.

**“Transfer of Credits”** refers to the applicant’s academic credits for courses taken at other recognized academic institutions transferred to his current academic records in a purpose of fulfilling his graduation requirements.

**“University”** refers to Sultan Abdul Halim Mu’adzam Shah International Islamic University (UniSHAMS).

**“Viva Voce”** refers to the oral examination where a student defends his thesis/dissertation in the presence of the Thesis Examination Committee.

**SECTION 1:  
GENERAL ACADEMIC INFORMATION**

## 1.1 Programmes Structure

### 1.1.1 Programmes Offered

Sultan Abdul Halim Mu'adzam Shah International Islamic University (UniSHAMS) offers postgraduate programmes within the academic fields of Syariah, Usuluddin, Al-Quran, Arabic Language, Muamalat and Psychology & Counseling.

### 1.1.2 Modes of Programme

The programmes are offered full-time, part-time and online in the following modes:

Programmes	Credit Hours	Delivery Mode
PhD - Mode A * (By Research)	-	Students must conduct a research study under the supervision of an academic supervisor. The student must submit a thesis to fulfill the graduation requirement.
Master - Mode A * (By Research)	-	Students must conduct a research study under the supervision of an academic supervisor. The student must submit a dissertation to fulfill the graduation requirement.
Master - Mode B (By Mixed Mode) Coursework and Dissertation	42	Students must register and pass a certain number of taught courses for graduation. In addition, they must complete a research project under the supervision of academic supervisors as partial requirements. The contribution of each component (coursework and dissertation) is about 50:50 or 40:60 or 30:70.
Master - Mode C (By Coursework) Coursework and Project Paper	42 - 57	Students must register and pass a certain number of taught courses for graduation. In addition, they must complete a project paper under the supervision of academic supervisors as a partial requirement. The contribution of the coursework component exceeds 80%.

\* Mode A students must defend (viva voce) and pass their thesis.  
(No viva for Mode B and C)

## **1.2 Entry Requirement**

### **1.2.1 Academic Requirement**

Eligibility: Students for the Postgraduate Programme are required to have the following qualifications:

- 1.2.1.1 Doctor of Philosophy Programme (PhD)
  - a. Master's Degree holder in relevant field from Sultan Abdul Halim Mu'adzam Shah International Islamic University or any institution of higher learning recognized by the University Senate; or
  - b. Any other equivalent qualification recognised by the University Senate.
  
- 1.2.1.2. Master's Programme
  - a. A Bachelor's Degree in related fields with a CGPA of at least 2.50 or 2.75 (according to the programme standard) from UniSHAMS or a university recognized by the government and approved by University Senate; or
  - b. A Bachelor's Degree or equivalent with minimum CGPA of 2.50 (for certain programmes with minimum CGPA requirement of 2.75), may be accepted subject to rigorous internal assessment; or
  - c. A Bachelor's Degree or equivalent not meeting CGPA of 2.50 (for certain programmes only) with a minimum of 5 years working experience in relevant fields, may be accepted.
  - d. Any other equivalent qualification recognized by the University Senate.
  
- 1.2.1.3 Postgraduate Diploma
  - a. A Bachelor's Degree in Sharia or Law with a CGPA of at least 2.50 from UniSHAMS or a university recognized by the government and approved by University Senate; or
  - b. A Bachelor's Degree or equivalent with a minimum of 3 years working experience in relevant fields; and
  - c. Pass in SPM with credit in Bahasa Malaysia; or
  - d. Any other equivalent qualification recognized by the government and approved by University Senate.
  
- 1.2.1.4 Applicants who do not meet the minimum requirements for the programme they have applied, may be offered admission to another programme requiring lower qualifications.

### **1.2.2 Language Requirement**

- 1.2.2.1 International students are required to demonstrate their proficiency in English. Applicants must produce evidence of their

language proficiency which must be attached to the application form.

- 1.2.2.2 The minimum requirements are as follows: IELTS 4.0/CEFR B1 or equal to TOEFL PBT (410-413) or TOEFL IBT (30-31) or CAE (140) (Cambridge English:Advance)/CEFR B2 or CPE (180)(Cambridge English:Proficiency)/CEFR C1 or PTE(Pearson Test of English) (36) or MUET(Malaysian University English Test)(Band 2).
- 1.2.2.3 Some programmes (refer to programme standard) require the minimum score of IELTS 6.0 or any other equivalent English language proficiency results.
- 1.2.2.4 Students who fail to meet the English requirements, have to register in the preparatory class offered by the University and must obtain the minimum score as stipulated in 1.2.2.2 clause within 24 months from the date of admission.

### **1.2.3 Application for Admission**

- 1.2.3.1 The completed application form must be submitted together with the following documents:
  - a. Research Proposal (Research mode only)
  - b. Certified true copy of Identity Card (Malaysian) or passport (non-Malaysian)
  - c. Certified true copy of academic transcript (Undergraduate & above)
  - d. Certified true copy of Degree scroll or equivalent qualifications
  - e. Certified true copy of TOEFL/IELTS/MUET result slip (non-Malaysian)
  - f. Certified true copy of SPM result slip (Malaysian)
  - g. Five (5) photos in passport size with white background (non-Malaysian) and four (4) photos in passport size with blue background (Malaysian)
  - h. A copy of all pages of International Passport (non-Malaysian)
  - i. Letter of undertaking for scholarship/training award/study loan (if applicable).
  - j. Letter of approval/official leave from employer/relevant authorities to pursue this programme (if applicable).
  - k. Relevant documents for credit transfer (if applicable)

### **1.2.4 Application Process**

- 1.2.4.1 Applications may be made online (<http://syskuin.unishams.edu.my/frmsis/>) or by filling up the application forms **PPS01** and **PPS02** obtained from [www.unishams.edu.my](http://www.unishams.edu.my). Only fully completed forms will be processed. The application forms are to be addressed to:

Director,  
Postgraduate Management Centre,  
Sultan Abdul Halim Mu'adzam Shah International Islamic University,  
09300 Kuala Ketil,  
Kedah, MALAYSIA

### **1.3 Programme Registration and Course Registration**

All students are required to undergo the following process:

#### **1.3.1 Registration of Programme**

- 1.3.1.1 Registration is open for the programme of studies being offered according to the Rules and Regulations of the University at a specified date/time.
- 1.3.1.2 Original documents such as degree scrolls and certificates must be presented for verification at the time of registration together with the offer letter.
- 1.3.1.3 A student must register as a full time student **in only one (1) programme** at any one time.
- 1.3.1.4 Students are not allowed to register in two institutions simultaneously. In the event a student registered full time simultaneously in another local or foreign university, **the University shall have the rights to terminate the candidature.**
- 1.3.1.5 Once enrolled in a programme, the candidature of students may only be interrupted by withdrawal, defaulting, termination, deferment, or graduation.

#### **1.3.2 Status Activation**

- 1.3.2.1 Student is required to maintain an active status in every semester within the specified time determined by the University throughout the period of his/her studies, and pay students' fees according to the condition and date determined by the University until such a date when the final examination results are released.
- 1.3.2.2 The active status of a student will be defined by the University throughout his/her study period. To be on active status, a student is required to settle all his/her fees within the stipulated period.

#### **1.3.3 Registration of Coursework/Dissertation/Thesis**

- 1.3.3.1 Students are required to register for coursework/dissertation/thesis during the first four weeks of every semester including the final semester.
- 1.3.3.2 Students who have submitted their thesis/dissertation for examination **are also required to register** and enroll in the programme until all the process of thesis/dissertation evaluation including examinations, correction and resubmission of the thesis is completed.

### 1.3.4 Late Course Registration/Re-Activation

- 1.3.4.1 For Coursework and Mixed Mode students, they may be allowed to register no later than the last day of the add and drop period for the semester. If they fail to do so, they will be required to pay the stipulated fine.
- 1.3.4.2 A student who fails to register/re-activate his/her status within the given time, may appeal if he/she wishes to continue his/her study. A penalty fee of RM200.00 (Ringgit Malaysia: two hundred only) will be imposed for every lapsed semester.

## 1.4 Duration of Candidature

### 1.4.1 Minimum and Maximum Period

- 1.4.1.1 Depending on the specific programme, the study period of various postgraduate programmes shall fall within the minimum and maximum limits below:

<b>Programme</b>	<b>Mode</b>	<b>Minimum (sem/years)</b>	<b>Maximum (sem/years)</b>
PhD in Arabic Language (Research)	Full-time	6 sem /3 years	12 sem /6 years
	Part-time	8 sem/4 years	16 sem /8 years
PhD in Sharia (Research)	Full-time	6 sem /3 years	12 sem /6 years
	Part-time	8 sem/4 years	16 sem /8 years
PhD in Usuluddin (Research)	Full-time	6 sem /3 years	12 sem /6 years
	Part-time	8 sem/4 years	16 sem /8 years
PhD in Islamic Banking & Finance (Research)	Full-time	6 sem /3 years	8 sem /4 years
	Part-time	6 sem/3 years	16 sem /8 years
PhD in Management (Research)	Full-time	6 sem /3 years	10 sem /5 years
	Part-time	8 sem/4 years	14 sem /7 years
PhD in Counselling (Research)	Full-time	6 sem /3 years	12 sem /6 years
	Part-time	12 sem/6 years	24 sem /12 years
Master in Arabic Language (Mixed Mode)	Full-time	3 sem /1 ½ years	8 sem/4 years
	Part-time	5 sem /2 ½ years	12 sem /6 years
Master in Sharia (Mixed Mode)	Full-time	3 sem /1 ½ years	8 sem/4 years
	Part-time	5 sem /2 ½ years	12 sem /6 years
Master in Usuluddin (Mixed Mode)	Full-time	3 sem /1 ½ years	8 sem/4 years
	Part-time	5 sem /2 ½ years	12 sem /6 years
Master in Teaching Al -Quran (Mixed Mode)	Full-time	3 sem /1 ½ years	6 sem /3 years
	Part-time	4 sem /2 years	8 sem /4 years
Master in Quranic Studies (Mixed Mode)	Full-time	3 sem /1 ½ years	6 sem /3 years
	Part-time	4 sem /2 years	8 sem /4 years
Master of Business Administration (Coursework)	Full-time	4 sem /2 years	
	Part-time	6 sem/3 years	
Master in Islamic Banking & Finance (Mixed Mode)	Full-time	4 sem /2 years	8 sem /4 years
	Part-time	4 sem /2 years	12 sem /6 years
Master in Management (Research)	Full-time	4 sem /2 years	10 sem /5 years
	Part-time	6 sem/3 years	14 sem /7 years
Master in Counselling (Coursework)	Full-time	5 sem /2 ½ years	
	Part-time	10 sem/5 years	
Postgraduate Diploma in Judiciary & Syarie Advocacy (Coursework)	Full-time	3 sem /1 year	
	Part-time	5 sem/ 2 years	



- 1.4.1.2 Students are allowed to add two (2) additional semesters over and above the stipulated maximum as indicated above. However, the additional two semesters need to be executed consecutively.

#### **1.4.2 Exemption from the Minimum Study Period Requirement**

Mixed mode and research students who meet the following requirements may apply for exemption from the minimum study period requirement if they:

- a) Display excellent performance and achievement and have high potential to complete the thesis within the requested period.
- b) Make the application in writing and their application is recommended by the Kulliyyah.
- c) Fulfill the graduation requirements, make the application through the Kulliyyah and the application is approved by Kulliyyah Postgraduate Committee and endorsed by the Senate, after which the students may proceed to submit the thesis/dissertation for examination.

#### **1.4.3 Change of Status**

- 1.4.3.1 A student may apply to change his status from full-time to part-time and vice-versa within the minimum period of study.
- 1.4.3.2 Such application may be applied only **ONCE** during his/her study period by filling up the form **PPS04** form. The application is subject to the approval of the respective Kulliyyah and the endorsement by the JKPA. A processing fee will be charged.
- 1.4.3.3 The period of study under the status of part-time can be extended at the rate of one additional semester for every remaining semester.
- 1.4.3.4 The change must take place before the last ONE (1) semester of study and can be made only once during the duration of study. The remainder duration of the study will be determined by the University.

#### **1.4.4 Change of Programme**

- 1.4.4.1 Application to change programme of study to another programme of equivalent level has to be submitted to the PMC through the Dean of respective Kulliyyah.
- 1.4.4.2 The application must be made before the end of the add and drop weeks in **the first semester** of registration for full-time and part-time students
- 1.4.4.3 Such application can be applied only **ONCE during the entire study period.**
- 1.4.4.4 The application may only be considered if the student provides very strong justifications for such a request and that his candidature in the programme has not been terminated.

- 1.4.4.5 Students should fill up **PPS12** form and will be required to pay the processing fee.
- 1.4.4.6 A student who has obtained approval to change the programme of study is required to enroll in the new programme within the same Kulliyah the time limit set by the University but for difference Kulliyah start as new semester.

#### **1.4.5 Payment of Fees**

- 1.4.5.1 A student is required to pay his/her recurring fees every semester before he/she registers. Students who are not receiving any financial assistance from any organization must present the receipt of payment before they are allowed to register.
- 1.4.5.2 A student receiving financial assistance from an organization, other than the University is required to produce, before enrolment, a letter of guarantee indicating that the organization has agreed to finance his studies at the UniSHAMS.
- 1.4.5.3 The amount of fees to be paid by a student shall be specified by the University. The University reserves the right to change the fees whenever necessary without prior notice.
- 1.4.5.4 A student who fails to pay the fees within the stipulated period will be subjected to the penalties imposed by the University.

#### **1.4.6 Payment of Fees For Students Who Have Submitted Thesis/Dissertation**

A student who is submitting his/her thesis/dissertation will have to pay all the relevant fees and the charges for the semester in which the submission or re-submission is made. However, if the re-submission is done within **THREE (3)** weeks into the new semester, no fees shall be imposed on the students for that semester and the subsequent semester.

#### **1.4.7 Final Semester for Research Mode Student Thesis**

- 1.4.7.1 A student in his/her final semester must submit **THREE (3)** soft cover copies for Master degree and **FOUR (4)** for PhD degree for evaluation to PMC
- 1.4.7.2 A submission fee for the final submission of the thesis and dissertation for the evaluation process is as follows:
  - a. RM750 for Master degree local students; RM1000 for Master degree International students;**
  - b. RM1,500 for PhD degree local students; RM1,800 for PhD degree International students.**(The rates may be revised from time to time)
- 1.4.7.3 After the final thesis submission, the student is required to register every following semester to maintain his/her candidature. He/She will have to pay the administration fees only but **not the tuition fee.**

## **1.5. Termination of Study**

Students may be terminated from his study programme for the following reasons:

### **1.5.1 Withdrawal of Candidature**

1.5.1.1 If a student wishes to withdraw from any programme during his/her candidature, he/she is required to fill up the withdrawal form, and pay all the outstanding fees. The application has to be approved by the respective Dean of Kulliyah and submitted to the PMC.

### **1.5.2 Failing in Examination**

1.5.2.2 Student who has obtained CGPA lower than 3.00 for two (2) consecutive semesters will be given a **Dismissal Status** and his/her term as a student will be terminated.

### **1.5.3 Failing to Maintain Active Status for Two Semesters**

1.5.3.1 Students will be given warning letter if they fail to register in any **ONE (1)** semester during their period of study.

1.5.3.2 Local students are considered to have defaulted their candidature if they fail to register in any **TWO (2)** semesters during their period of study.

1.5.3.3 International students are NOT allowed to be passive throughout their study period. They are expected to remain **ACTIVE** for all semesters.

### **1.5.4 Academic Dishonesty**

1.5.4.1 Any action knowingly taken by a student that involves misrepresentation of the truth may be considered academic dishonesty and as such is an offence, which the University believes, should merit the application of very severe penalties.

1.5.4.2 Cheating involves actual, or attempted academic dishonest action in relation to any academic work of the University. Taking unauthorized material into an examination (including revision notes or unauthorized equipment) shall be regarded as attempted academic dishonesty.

1.5.4.3 Any action knowingly taken by a student, which university believes to be plagiarism, should merit the application of very severe penalties. Plagiarism refers to Section 1 Clause 1.6.

1.5.4.4 Any effort by the student to contact or communicate with the appointed examiners for the evaluation of the thesis/dissertation that may affect the examiners' judgement in the assessment of the thesis/dissertation will be construed as academic dishonesty.

### **1.5.5 Disciplinary Rules**

1.5.5.1 Violation of UniSHAMS's disciplinary rules and Malaysian laws, inclusive of Immigration Rules (for international students) will be deemed as having committed disciplinary rules.

### **1.5.6 Failure to Report Resumption of Studies after the Deferment of the Study**

- 1.5.6.1 Failure to report resumption of studies after **ONE (1)** semester of deferment of the study is defined as failure to resumption of studies.

### **1.5.7 Deferment of Candidature**

- 1.5.7.1 Students who have been certified by medical officers to be medically unfit to proceed with their studies or who are caught in other emergency situations approved by the University authority, may apply for a deferment of candidature for not less than **ONE (1)** semester and shall not exceed **TWO (2)** semesters. This deferment period **will not be counted** as part of the maximum period of study.
- 1.5.7.2 Students may also apply for deferment of candidature based on reasons other than medical, again for up to a maximum of ONE (1) semester. This deferment period **will be** counted as part of the maximum period of study.
- 1.5.7.3 All applications for deferment using **PPS04** form must be submitted and approved **BEFORE** the intended period of deferment.
- 1.5.7.4 Deferment of candidature for any kind may be granted at most twice within the maximum period of study.
- 1.5.7.5 If the student has paid fees for the deferred semester, and if the student has applied and received approval for deferment within the first **TWO (2)** weeks of the semester, the fees shall be credited to the following semester.
- 1.5.7.6 For International students they may be allowed to apply for deferment of the study with condition that they have to leave the country. They may be allowed with maximum period of **TWO (2)** semesters if they have a valid medical reason and unable to travel back to the country and getting endorsement from Senate.

## **1.6 Plagiarism**

### **1.6.1 General Statement**

- 1.6.1.1 In the tradition of scholarly pursuit, students are advised against committing plagiarism according to UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971.

### **1.6.2 Prohibition Against Plagiarism**

- 1.6.2.1 Citing any idea, writing, data or invention belonging to another person without acknowledging the source is will be considered as plagiarism. For the purpose of this rule, plagiarism includes:
- The act of taking an idea, data or an invention of another person and claiming that the idea, data or invention is the result of one's own findings or creation; or
  - An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea,

data or an invention which has actually been taken from some other sources.

1.6.2.2 Without prejudice to the generality of the above sub-rule, a student is considered to plagiarize when he/she:

- Publishes with himself as the author, an abstract, an article, a scientific or academic paper, or a book that is wholly or partly written by some other person.
- Incorporates himself or allows himself to be incorporated as co-author of an abstract, article, scientific or academic paper, or book when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book.
- Forces another person to include his/her name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he/she has not made any contribution which may qualify him/her as a co-researcher or co-author;
- Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research without giving due acknowledgement to the actual source;
- Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his/hers, or for a publication in his/her own name as sole author, without obtaining the consent of his/her co-researchers prior to embarking on his personal research or prior to publishing the data;
- Transcribes the ideas or creations of others kept in whatever written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that he/she is the creator of that idea or creation;
- Translates the writing or creation of another person from one language to another whether wholly or partly and subsequently presents the translation in whatever form or manner as his/her own writing or creation or;
- Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if he/she is the creator of those ideas.

1.6.2.3 For both Master and PhD thesis/dissertation, the student must submit it for "TurnItIn" and there must not be more than 30% similarities in the index.

## **1.7 General Provisions**

The University Senate reserves the right to introduce any further and future methods and implementation procedures within any of the provisions of these academic regulations. All such methods and implementation procedures must be observed by the students.

The Rector shall consider any appeal on any of the provisions under these Regulations at his discretion and he shall make any consideration and exception as he sees fit and deems necessary.

## **1.8 List of Forms**

All forms related to graduate studies in UniSHAMS can be downloaded from the website ([www.unishams.edu.my](http://www.unishams.edu.my)). The forms are:

### **1.8.1 General Form**

- 1.8.1.1 PPS01 – Application Form
- 1.8.1.2 PPS02 – Referees Form
- 1.8.1.3 PPS03 – Copy of Letter of Offer Form
- 1.8.1.4 PPS04 – Application for Deferment/Extension of Candidature/Change of Status Form
- 1.8.1.5 PPS05 – Partial Transcript/Temporary Transcript/Letter of Completion of Studies Form
- 1.8.1.6 PPS06 – Period of Study Confirmation/Field Research/Official Letter Form
- 1.8.1.7 PPS07 – Application for Termination of Study Form
- 1.8.1.8 PPS31 – Transfer/Exemption Credit Form

### **1.8.2 Forms for Research Mode**

- 1.8.2.1 PPS11 – Change of Supervisor/ Appointment of Supervisor Form
- 1.8.2.2 PPS12 – Change of Topic/Change of Research Area/Change of Programme Form
- 1.8.2.3 PPS13 – Recommendation of Evaluation Panel for Research Proposal Defense of Master or PhD
- 1.8.2.4 PPS14 – Research Rubric Form
- 1.8.2.5 PPS15 – Application for Dissertation & Project Paper Form
- 1.8.2.6 PPS16 – Candidate of Master/PhD Meeting with Supervisor Form
- 1.8.2.7 PPS17 – Progress Report Form
- 1.8.2.8 PPS18 – Thesis Submission Notice Form
- 1.8.2.9 PPS19 – Thesis Submission Form (5 copies)
- 1.8.2.10 PPS20 – Index Similarity Form
- 1.8.2.11 PPS21 – Publication Form
- 1.8.2.12 PPS22 – Intent to Submit Research Proposal Form
- 1.8.2.13 PPS23 – Evaluation Report Viva Voce of Master/ PhD Form
- 1.8.2.14 PPS24 – Recommendation of Thesis Evaluation Form
- 1.8.2.15 PPS25 – Evaluation Report Colloquium 1 – Initial Plan
- 1.8.2.16 PPS26 – Evaluation Report for Research Proposal Defense of Master or PhD Form

- 1.8.2.17 PPS27 – Evaluation Report Colloquium 2 – Progress All Chapters
- 1.8.2.18 PPS28 – Abstract Review Application Form
- 1.8.2.19 PPS29 – Confirmation Thesis Evaluation Form
- 1.8.2.20 PPS30 – Final Thesis Submission Form
- 1.8.2.21 PPS32 – Colloquium 1/Proposal Defence/ Colloquium 2  
Application Form

### **18.3 Forms for Mixed Mode & Coursework**

- 18.3.1 PPS08 – Withdrawal Form
- 18.3.2 PPS09 – Late Registration Form
- 18.3.3 PPS10 – Application to Review Form

**SECTION 2:  
COURSE WORK, MIXED MODE &  
RESEARCH MODE  
POSTGRADUATE PROGRAMMES**



## **2.1 Coursework, Thesis and Dissertation Registration**

2.1.1 All students must **maintain** their active status before registering for any coursework, dissertation/thesis. If student fails to register for coursework, dissertation/thesis he/she will be considered as passive student and may to be terminated.

## **2.2 Coursework Registration**

2.2.1 A full time student may register **nine (9)** to **fifteen (15)** credit hours for each semester. A part time student may register **three (3)** to **twelve (12)** credit hours.

2.2.2 Exemption of minimum or maximum credit limit for students who are not in the final semester will only be considered if such exemption has been approval by the Kulliyah.

## **2.3 Adding & Dropping Courses**

Adding, changing and dropping of courses must adhere to the maximum limits of credits that are permitted for every semester.

## **2.4 Pre-Registration**

2.4.1 Students are required to pre-register before the final-examination of the current semester.

## **2.5 Adding Courses**

2.5.1 A student may add a course (s) within the first **THREE (3)** weeks of a semester, on the advice and support of their academic advisor/supervisor and upon the approval by the Dean of Kulliyah.

2.5.2 Adding a course after the first **THREE (3)** weeks of the semester is **strictly prohibited**.

## **2.6 Dropping Courses**

2.6.1 Once registered, a student may drop a course(s) within the first **FOUR (4) weeks of the semester**.

2.6.2 Dropping a course after the first four weeks of the semester is **strictly prohibited**.

2.6.3 Tuition fees will be refunded or it will be carried forward to the following semester.

## **2.7 Withdrawal of Courses**

2.7.1 Students may withdraw from a course(s) within the **first TEN (10) weeks** of a semester (PPS08 form) subject to the approval by their respective Deans of Kulliyah.

2.7.2 Withdrawing from a course after the first 10 weeks is strictly prohibited.

2.7.3 No refund will be granted for those withdrawing the course in the 10 weeks.

- 2.7.4 For courses that have been dropped 'TD' grade will be given and stated in the transcript. TD grade will not be considered for the calculation of the grade point average (GPA) and the total credit taken.

## 2.8 Pre-Requisite Courses (PRQ)

- 2.8.1 If deemed necessary by the Kulliyah, students may be required to register for specific undergraduate or postgraduate courses as prerequisites. Those courses must be marked with the letter **[PRQ]** after the name of the courses.
- 2.8.2 These courses are included in the student's workload but not calculated in his CGPA.
- 2.8.3 Students must pass their pre-requisite courses to be eligible to register for the specific postgraduate courses.  
All pre-requisite courses are assessed on a pass/fail basis. A student who fails a pre-requisite course on his first attempt is allowed **to repeat the same course only once**. Should he fail the course on his second attempt, he will be deregistered from the programme.
- 2.8.4 Special requirement course (**SRC**) will be given to students upon the recommendation from the Kulliyah. This course may be registered concurrently with other subject (**PhD only**).
- 2.8.5 A student who is required to take pre-requisite courses must register for these courses when he/she is required to do so by the Kulliyah.

## 2.9 Audit Courses

- 2.9.1 A student may audit a course either on his own choice or as required by the Kulliyah. If he wishes to audit a course on his own choice, he/she may do so after he has completed all the required courses for the programme.
- 2.9.2 Audited courses are not calculated in the student's CGPA but are included in the student's workload and recorded in his/her academic transcript.
- 2.9.3 A student auditing a course is required to fulfill the minimum attendance requirement of 80%. Failure to do so shall result in the recording of 'FA' grade in the student's transcript for the course audited which, however, shall not affect the student's CGPA.

## 2.10 Credit Transfer and Course Exemption

### 2.10.1 Credit Transfer

- 2.10.1.1 Student may apply for credit transfer for a course, subject to the following category:

- a) Horizontal – transfer of credit from one programme to another programme of the same level such as from Master to Master.

#### 2.10.1.2 General requirements for credit transfer :

- a) Application must be applied in the first semester of study and can be made only **once**.
- b) Only students with Good Academic Standing status (CGPA 3.00 and above) are eligible to apply for credit transfer.
- c) Only courses equivalent to those at UniSHAMS with minimum equivalent grade of '**B**' will be considered for credit transfer.
- d) The academic qualification that can be considered for application of credit transfer must not be more than **five (5)** years from the date of graduation.
- e) The credit transfer is given only to those equivalent courses previously taken at the postgraduate level. The similarity index should be minimum 80 percent and the number of credits must be equivalent.
- f) The grade and credit hours of the course transferred will be accounted for the calculation of CGPA.
- g) The Kulliyah Postgraduate Committee shall consider all applications for credit transfer.
- h) The duration of study of the student who is given credit transfer will be determined by the University.
- i) The application should be submitted to the PMC. A fee of RM100 for each course shall be imposed.

#### 2.10.1.3 Additional requirements for horizontal transfer of credit :

- a) University's internal programme – no maximum credit hours for transfer.
- b) From outside HLI – the maximum transfer of credit is subject to the minimum requirement of residency of a student which is one (1) semester.

### 2.10.2 Course Exemption

- 2.10.2.1 Course exemption is a process of exclusion for the students from taking course or courses in a program that is followed for some reasons.
- 2.10.2.2 This exemption does not cause students to earn credit for exempted courses. Students will need to replace courses that are exempted with other courses to meet the credit requirements for graduation.
- 2.10.2.3 Application must be applied in the first semester of study and can be made only **once**.
- 2.10.2.4 Only courses equivalent to those at UniSHAMS with minimum equivalent grade of '**B**' will be considered for course exemption.
- 2.10.2.5 The academic qualification that can be considered for application of course exemption must not be more than **five (5)** years from the date of graduation.
- 2.10.2.6 The course exemption is given only to those equivalent courses previously taken at the postgraduate level. The similarity index should be minimum 80 percent and the number of credits must be equivalent.

- 2.10.2.7 The University reserves the right to set or impose certain conditions for the student, if necessary, in the form of an interview or special examination to determine that the student is eligible for course exemption.
- 2.10.2.8 The application should be submitted to the PMC. A fee of RM100 for each course shall be imposed.

## **2.11 Thesis and Dissertation/Project Paper Registration**

### **2.11.1 Thesis (Mode A)**

Students must ensure that they officially register active students in every semester throughout period of their study.

PhD students from Kulliyah Muamalat and Science Management, Syariah and Law, Usuluddin and Science Al- Quran are allowed to write their thesis in either Bahasa Malaysia, English or Arabic language.

The following information is required for registration:

- a) An approved research proposal by the Kulliyah Postgraduate Committee.
- b) Main Supervisor and Co-Supervisor (based on related area of research) must be approved and endorsed by Kulliyah Postgraduate Committee.

### **2.11.2 Dissertation (Mode B)**

2.11.2.1 The dissertation proposal in Mode B must be approved by Kulliyah Postgraduate Committee before the student is allowed to proceed with the registration of his/her dissertation.

2.11.2.2 The student may register for his/her dissertation only if the following conditions have been fulfilled:

- a) He/she has completed all coursework requirements. However, students may be allowed to proceed with their dissertation if they have a maximum **TWO (2)** courses pending and their application is approved by Kulliyah Postgraduate Committee.
- b) The research title and proposal should be approved by the Kulliyah and endorsed by Kulliyah Postgraduate Committee.
- c) A supervisor must be assigned by the Kulliyah and endorsed by Kulliyah Postgraduate Committee.
- d) Students will be allowed to proceed with their dissertation if they have fulfilled all the necessary requirements such as fulfilling the pre-requisite courses, other prescribed requirements and not violating disciplinary rules of the University.

- e) Students are required to complete their research and dissertation writing within the stipulated period of study, or within the approved extended period of study.
- 2.11.2.3 Kulliyah Postgraduate Committee will evaluate the research proposal before appointing the supervisor.

### **2.11.3 Project Paper (Mode C)**

- 2.11.3.1 Rules and regulations pertaining to Project paper in Mode C are within the prerogative and jurisdiction of the respective Kulliyah.

## **2.12 Supervisors**

### **2.12.1 Selecting of Supervisors**

- 2.12.1.1 The supervisors must be selected from among the academic staff of UniSHAMS.
- 2.12.1.2 They must not be in any way personally related to the student throughout the candidature period.
- 2.12.1.3 Supervisors from different Kulliyah may be appointed to promote cross-discipline research.
- 2.12.1.4 The Kulliyah will nominate **ONE (1)** supervisor per student but the student may suggest additional supervisor as a co-supervisor or a field supervisor, after consulting the main supervisor and receiving his/her consent.
- 2.12.1.5 Additional co-supervisors can be internal or external, academician or professional with appropriate qualifications/expertise.
- 2.12.1.6 At most, **ONE (1)** additional supervisor may be nominated for a Master student and **TWO (2)** for a PhD student.
- 2.12.1.7 The official appointment of the supervisor or co-supervisor must come from the PMC based on the recommendation of the respective Kulliyah and endorsed by Kulliyah Postgraduate Committee.

## **2.12.2 Supervisor Qualification**

### 2.12.2.1 For PhD Supervision

- a) The main supervisor must have a doctoral degree with at least 2 years of teaching experience and research, and has supervised master's or doctoral research candidate to completion.
- b) Similarly, the co-supervisors. Co-supervisors without a doctorate degree, extensive experience in research is required and subject to the approval of the Senate, if he/she is an associate professor or above.
- c) Field-supervisors must be from recognized research institutions or industry with sufficient research experience.

### 2.12.2.2 For Supervision of Master's degree research

- a) Main supervisors must:
  - i. Have a relevant doctoral degree; or
  - ii. Have a related master's degree, with at least 5 years' experience in teaching and research; and
  - iii. Have co-supervised master's candidate.
- b) Co-supervisor must:
  - i. Have a doctoral degree, or
  - ii. If the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching and research subject to the approval by Kulliyyah Postgraduate Committee.

## **2.12.3 Duties and Responsibilities of Supervisors**

2.12.3.1 To guide and direct students in their research work.

2.12.3.2 To assist students in the preparation of research plan, process, procedure and methodology.

2.12.3.3 To provide formative and summative assessment of the research progress, and to introduce students to additional help in the assessment and data analysis area.

2.12.3.4 To suggest that students audit or attend additional courses relevant to the field of research and to guide student in relevant background reading and literature survey/review.

2.12.3.5 To advise students on scholarly activities such as seminar, workshop, paper writing and presentation, conferences, and preparation of academic paper presentations and discussions.

2.12.3.6 To assist students so that they have easy access to the required resources and tools needed in the research works.

- 2.12.3.7 To have regular contact with the students to ensure successful completion of the study plans within the agreed scheduled time frames and to submit progress report forms (PPS16 and PPS17) to PMC after having been endorsed by the Dean. Supervisors will "update" student status in ICMS.
- 2.12.3.8 The supervisor/supervisory panel for a Master and for a PhD student shall submit the report at the **end of every semester** throughout the period of student candidature.
- 2.12.3.9 Once the student has completed the research work, the supervisor shall be required to certify that its is of acceptable standard in content quality and presentation style and that it is ready for submission.
- 2.12.3.10 Supervisors are not allowed to confer or make prior engagement with the examiner before VIVA/the assessment of the thesis/dissertation.
- 2.12.3.11 Violation of the above stipulation is a **serious offence**. He/She who violates any of the above may be liable for the disciplinary action.

#### **2.12.4 Changing of Supervisors**

- 2.12.4.1 A student is required to nominate a replacement of supervisor in the event the current supervisor withdraws from being a supervisor or terminates his/her services with UniSHAMS. This can be done by completing **PPS11** form that can be downloaded directly from website.
- 2.12.4.2 A student, supported by strong justifications, may also appeal to the Kulliyah to change the appointed supervisor when deemed necessary. In such case, the application of changing of supervisor must be made **6 months before submission**. The Kulliyah may nominate a new supervisor for the student.
- 2.12.4.3 The maximum period of candidature due to the change of supervisors remains unchanged.
- 2.12.4.4 Once concensus among the previous supervisor, the new supervisor and the Dean of Kulliyah is achieved, the application for change of supervisors must be discussed and endorsed at the Kulliyah Postgraduate Committee.

#### **2.12.5 Report on Student's Progress (Dissertation & Thesis)**

- 2.12.5.1 Main Supervisor or the Co-Supervisor in his/her absence, is required to submit to the Dean of Kulliyah, at the end of every semester. A written evaluation and assessment report of the students' performance and progress (**PPS17**)
- 2.12.5.2 The report shall first be tabled at the respective Kulliyah's Postgraduate Committee before it is submitted to PMC.

- 2.12.5.3 Failure to submit the report within the stipulated time will result in the student being given an **Unsatisfactory Progress (UP)** status.

## **2.13 Performance Assessment/Evaluation**

### **2.13.1 Assessment of Coursework**

- 2.13.1.1 All taught courses are assessed and evaluated in accordance with the respective MQA documents **and approved by The Ministry of Higher Education (MOHE)** such as continuous assessment and end of semester examination.
- 2.13.1.2 The continuous assessment may comprise the following: tests, quizzes, assignments, mini projects, term papers, case studies, presentations, etc.
- 2.13.1.3 End of semester examination may be in the form of a comprehensive examination which covers all topics covered in the whole semester or partial examination covering topics in the second half of the semester only.

### **2.13.2 Attendance Requirement**

- 2.13.2.1 Students are required to attend not less than 80% of all the lectures/tutorials/seminars to qualify them to take the final examination.
- 2.13.2.2 Students who have less than 80% attendance for a particular course, will be barred from taking the end of semester examination in that particular course and will be awarded '**XK grade**'.
- 2.13.2.3 Students who have registered for a course but failed to attend the course and did not apply for a 'drop', will be given the '**GHB grade**'.
- 2.13.2.4 In the case of international students, whose attendance is less than 80%, Kulliyah is required to report to the International Student Centre.



## 2.14 Awarding of Grades

The awarding of grades for each of the courses taken in the semester, comprising the continuous assessment and end of the semester examination, will follow the following grading standard:

Marking Scale	Grade	Grade Point	Credit attempted	Credit Earned for Graduation Requirement	Level	Performance Status
90 – 100	A+	4.00	Yes	Yes	Distinguished	Pass
80 – 89	A	4.00	Yes	Yes	Excellent	
75 – 79	A-	3.67	Yes	Yes	Very Good	
70 – 74	B+	3.33	Yes	Yes	Good	
65 – 69	B	3.00	Yes	Yes	Good	
60 – 64	B-	2.67	Yes	To Be Compensated	Conditional Pass	Conditional pass
55 – 59	C+	2.33	Yes	No	Fail	Fail
50 – 54	C	2.00	Yes	No	Fail	
45 – 49	C-	1.67	Yes	No	Fail	
40 – 44	D	1.33	Yes	No	Fail	
35 - 39	E	1.00	Yes	No	Fail	
0 – 34	F	0.00	Yes	No	Fail	
-	GHA	0.00	Yes	No	Failed to attend the Final Exam	
-	GHB	0.00	Yes	No	Failed to complete coursework	
-	XK	0.00	Yes	No	Barred	
	Passed/ Failed		No	Yes	Pass/Fail (for non-graded courses)	
	I		No	No	Incomplete	
<b>STATUS</b>						
	AU		No	No	Audit	
	TD		No	No	Withdrawal	
	TK		No	No	Deferment of Examination	
	PK		No	Yes	Credit Exemption	
	PM		Yes	Yes	Credit Transfer	
	PRQ		No	Yes	Pre-requisite Course	

### 2.14.1 Calculating the Unit and Grade Point Average (CGPA)

2.14.1.1 Total grade points of the semester derived by taking the product of grade point of the course multiply by credit hours for the course. The grade point average for the semester is derived by dividing total grade points by the total credits required/ attempted in the semester.

$$\text{GPA} = \frac{\text{The Semester's Total Grade Point (Grade Value x Course Credit)}}{\text{Total Unit for All The Courses}}$$

2.14.1.2 CGPA, Cumulative Grade Point Average, measures the academic performance for the whole completed semester by the student. It can be calculated using the following formula:

$$\text{CGPA} = \frac{\text{Cumulative Total Grade Point (Grade Value x Course Credits)}}{\text{Cumulative Total Unit for All The Courses}}$$

### 2.14.2 Academic Standing and Terms of Qualification for Continuing Study

2.14.2.1 The achievement level of student will be determined by the CGPA for a particular period of study, as in the table below:

CGPA	STATUS			REMARKS
	First Attempt	Second Attempt Consecutively	Third Attempt Consecutively	
3.00 and above	Pass	Pass	Pass	Eligible to continue studies/graduate
2.67- 2.99	Provisional Pass (DP1)	Provisional Pass (DP2) CGPA: DP2>DP1	Failed and Dismissed	Eligible to continue must redeem the status to be in good standing Of 3.00 and above in the following semester
		Failed and Dismissed CGPA: DP2<DP1	-	Not eligible to continue
2.66 and Below	Failed and Dismissed	-	-	

2.14.2.2 **Students must attain at least a CGPA of 3.00** for each semester.

### **2.14.3 Repeating/Replacing a Course**

- 2.14.3.1 Students who obtain a grade lower than 'B-' in a course must repeat the course. Those getting a grade of 'B-', may choose to repeat the course.
- 2.14.3.2 Repeating or replacing a course or courses, as the case may be, must be in the subsequent semester except in certain special circumstances, justified by the Kulliyyah, which permit the students to do so in the semester the course is offered. Such repeating may be by full lectures attendance or by independent study or in any other way approved by the Kulliyyah.
- 2.14.3.3 Grade obtained in the repeated/replaced course will be used to calculate the student's CGPA. However, the old grade will appear on the student's transcript and will be indicated with letter '**R**'. At most, a course may be repeated and replaced **TWO** (2) times only.
- 2.14.3.4 A student is allowed to repeat a required course **TWICE** (the student allowed to attempt the course **THREE** times).
- 2.14.3.5 A student who is barred from the end of semester examination due to inadequate attendance (**XK**) is required to repeat the course and to attend his/her repeat course fully.
- 2.14.3.6 Notwithstanding any other provision of these rules and regulations, special permission may be given to a student to repeat a course, which he/she has failed three times provided his CGPA is 3.00, or above and they are graduating.
- 2.14.3.7 A student who been dismissed for any of the reasons stated in Section 1 clause 1.5 is not eligible to resume studies, but may apply for re-admission.

## **2.15 Appeal on the Examination Results**

### **2.15.1 Appeal to Review/Recheck the Course Assessment Results**

- 2.15.1.1 If a student is not happy or satisfied with the grade awarded in the final examination:
  - a. He/she should be given the right to confer with the lecturer to get the justification through the mediation of Kulliyyah.
  - b. If the student is still not happy with the assessment result, he/she should file in official appeal for re-checking or reviewing of the result through PMC.
  - c. If the official appeal is successful, Kulliyyah will appoint an independent examiner to review the answer script.
  - d. All appeals submitted shall state the name of the course(s) requested for review. All appeals must provide adequate information of the course.

- e. A non-refundable fee of **RM100.00** per course will be charged for the application of appeal.
- f. The decision by the Kulliyah on the assessment shall be submitted to PMC.
- g. All decisions made by the Kulliyah are final and no further appeal against the decision will be entertained.

## **2.15.2 Status Given Without Grade Point**

- 2.15.2.1 **'PASS' / 'FAIL'** is a status given to the student who registers in the courses which are not graded, but are only assessed as "Pass" or "Fail". This status also will be given to the student who has completed the writing of thesis or dissertation.
- 2.15.2.2 **TL** (Incomplete) is a status given to the students who are unable to complete the course requirements on reasonable grounds. Students must fulfill the requirements within not more than **TWO (2) weeks** after the registration of the following semester to get the full evaluation and grade.
- 2.15.2.3 **IP** (In Progress) status is used for thesis writing, dissertation or project that takes more than one semester to complete. It is a passing status for the current semester and the credit earned as part of the requirement for graduation.
- 2.15.2.4 **UP** (Unsatisfactory Progress) the student will be given Unsatisfactory Progress status should the supervisor report that there is no progress for the current semester. Under such situation, the student shall appeal to continue with the approval and endorsement from kulliyah otherwise the student will be dismissed.
- 2.15.2.5 Unsatisfactory progress status for **THREE (3)** consecutive semesters, students will be dismissed from the program upon the approval and confirmation by Kulliyah.
- 2.15.2.6 **AU** (Audit) is a status given to students who registered and attended the relevant course and not required to take the examination for the course.
- 2.15.2.7 **TD**(Withdrawal) is a status given to students who withdraw from a course with the approval of the lecturer and the Dean of Kulliyah after **week-3 and up to week-10** of the semester.
- 2.15.2.8 **TK** (Deferment of Examination) status is given to students who apply to defer the examination under Section 2 clause 2.16. Deferment of Examination shall be held within the first **TWO (2) weeks** of the following semester.

## **2.16 Deferment of Examination**

### **2.16.1 Consideration for Deferment of Examination**

2.16.1.1 The student with approved medical or emergency reasons during the examination may apply to PMC for a deferment of the examination. Applications to defer the examination together with the evidence must be made not more than 48 hours after the examination.

2.16.1.2 Applications to defer the examination on medical grounds must be supported by certification from a government doctor or a Panel Doctor of the University who treated the student. Applications for other reasons will be considered at the discretion of the Kulliyah Postgraduate Committee and Replacement Examination will be arranged based on the merits of the cases.

## **2.17 Publication Requirements**

2.17.1 Students must publish their research works prior to thesis submission. For a PhD and Master (Mode A) student, a minimum of **ONE (1) for master / TWO (2) for PhD** is required.

2.17.2 For PhD, research paper should be published in ONE (1) Scopus/WOS/ERA and ONE (1) MyCite/Refereed journal before Viva Voce. For Master (Mode A and B) published in Scopus/WOS/ERA/MyCite/Refereed journal.

## **2.18 Examination for Thesis, Dissertation and Project Paper**

### **2.18.1 Assessment of thesis/dissertation**

2.18.1.1 Thesis (for PhD and Master by research) may be assessed via the following sub-components:

- a) Continuous progress reports by the supervisors.
- b) Colloquium 1- Initial Plan
- c) Proposal defence
- d) Colloquium 2 – All chapters.
- e) Seminar/conference's presentation, publication of papers of related research in refereed journal.
- f) Viva Voce

2.18.1.2 Dissertation (for Master Mode B) may be assessed via the following sub-components:

- a) Continuous progress reports by the supervisors.
- b) Colloquium 1
- c) Report from the examiner.

## 2.18.2 Proposal Defence for PhD and Master (Mode A)

- 2.18.2.1 A Full - time PhD student is recommended to defend his/her proposal in the third (3rd) semester.
- 2.18.2.2 A Full - time Master (Mode A) student is recommended to defend his/her proposal in the second (2nd) semester.
- 2.18.2.3 A PhD and Master student **MUST** complete the **PPS22** (Intent to Submit Research Proposal) form and must be approved by the Supervisor. Kulliyah is responsible to conduct the proposal defence session and for that Kulliyah must appoint **ONE (1)** examiner and a Chairman. PMC must ensure that each examiner completes the **PPS26** form (Evaluation Report). The result of the proposal defence will be endorsed at Kulliyah Postgraduate Committee meeting and subsequently submitted to PMC.

## 2.19 Thesis Closure (Mode A)

### 2.19.1 Notice of Thesis Submission

- 2.19.1.1 At the end of the graduate programme, a student must submit Notice of Thesis Submission form (**PPS18**) at least **THREE (3)** months prior to the submission of thesis for evaluation. The form can be obtained from the student's portal and UniSHAMS website. This notice is valid for only **SIX (6)** months after the submission of the notice.
- 2.19.1.2 The form must be duly filled, especially the thesis title and its translation (English or Malay or Arabic).
- 2.19.1.3 Before the form is submitted, the **Kulliyah Postgraduate Committee** has to endorse and to propose the internal and external examiners to the PMC to be tabled in the Senate.
- 2.19.1.4 Notice of thesis submission can **ONLY** be submitted by an active status postgraduate student. If the student is passive, he/she must register to be an active student and should pay the outstanding and other relevant fees before submitting the notice.
- 2.19.1.5 If the student fails to submit his/her thesis evaluation copies within the maximum **SIX (6)** months from the date of notice, the student is required to apply, by writing to **PMC**, for an extension period of **THREE (3)** months. This request must be made before the notice expires.
- 2.19.1.6 If PMC receives no request for extension or the student fails to submit his/her thesis before the notice expires, the student must submit a new notice of thesis submission form (**PPS18**).

## **2.19.2 Thesis Submission Requirement (Mode A)**

- 2.19.2.1 A Phd student is required to fulfill these criteria/conditions before submitting five (5) copies of their thesis:
- a. Pass Colloquium 1 (Initial Plan)
  - b. Pass proposal defence.
  - c. Pass Colloquium 2 (Progress)
  - d. Meet publication requirement as stated in Section 2.12.
  - e. Pay all outstanding fees.

## **2.19.3. Submission of Thesis for Evaluation**

- 2.19.3.1 Five (5) copies of the student's thesis should be submitted to PMC for the purpose of evaluation. These copies must be ring bound with plastic cover. Students must submit the thesis together with **PPS19** (Thesis Submission Form).
- 2.19.3.2 Students must submit a Similarity Index Report Form (**PPS20**), together with five (5) copies of the student's thesis. A similarity measure could be done by using "TurnItIn" software available at the UniSHAMS's library.
- 2.19.3.3 Students must submit a Publication Form (**PPS21**) and attach the front page of the article published in refereed journal as stated in Section 2.17.2. A minimum of **TWO (2)** papers is required before student is allowed to defend in viva voce.
- 2.19.3.4 The student is required to comply strictly with the format of writing a thesis as described in the "Thesis Guideline for Postgraduate Studies". PMC will not accept any thesis that does not comply with these requirements.
- 2.19.3.5 The student is also required to pay the thesis examination fees at the Bursary and return a copy of the payment slip to PMC.
- 2.19.3.6 The evaluation copies must be forwarded together with the relevant submission criteria form (**PPS19**). This form consists of Checklist of Thesis Submission where students are required to settle all outstanding fees / fines and to return all borrowed items before submitting the thesis for evaluation.

## **2.19.4 Convening of the Viva-voce**

- 2.19.4.1 The student must be ready for a viva-voce session at least **FOUR (4)** weeks for Master students and **EIGHT (8)** weeks for PhD students after the submission of thesis evaluation copies. Students will be called anytime to defend their thesis as soon as the internal and external examination reports are received.

2.19.4.2 The student is required to inform PMC regarding any change of address, contact number or email to ensure that the student can be easily contacted for viva-voce arrangements.

2.19.4.3 As soon as the Thesis Examination Panel is formed (subject to the feedback from the internal and external examiners), the student will be contacted for their viva-voce arrangements.

2.19.4.4 Examiners for the Thesis/Dissertation

- a) Evaluation for Master dissertation **for mode B** comprises of **ONE (1) internal examiner**. If a student is a university staff, **ONE (1) external examiner** is required.
- b) The examiners for Master dissertation could be an Associate Professor or a PhD holder. A Master degree holder with **at least 10 years** teaching experience in related field may also be appointed.
- c) Evaluation for PhD thesis will be by at least **ONE (1) internal examiner** and **ONE (1) external examiner**.

The examiner for master thesis must be examined by at least **TWO (2) examiners, ONE (1)** of whom is an **external examiner**. More than TWO (2) examiners may be required in a multidisciplinary dissertation or conspectus.

If a student is a university staff, only **TWO (2) external examiners** are required.

- d) The examiners must have the minimum qualification of no less than the supervisor.

For PhD thesis could be a Professor or Associate Professor. Internal examiner must be a PhD holder in related field.

Where examiners are without the required qualification, they must have sufficient experience in relevant fields.

- e) The appointment of the internal and external examiners for PhD thesis, must be proposed by Kulliyah and approved by Senate.

2.19.4.5 **Thesis Examination (Viva-voce) Committee**

- a) Chairman for PhD Thesis Examination Committee could be a Professor or Associate Prof. or someone with a minimum of PhD degree in related field, proposed by PMC.
- b) Dean of Kulliyah or representative.



- c) Internal and External Examiners.
  - d) Supervisors (upon invitation).
- 2.19.4.6 After the thesis is defended, the student must obtain the Examiners Evaluation Report (**PPS23**) from the secretariat of the Thesis Examination Panel. This report will contain the corrections and improvements (if any) that have been agreed by the panel to be incorporated into the final version of the thesis.
- 2.19.4.7 Students will be given a period of time to correct and improve their thesis, if required by the examination panel. The panel will mention this duration in their summary report.
- 2.19.4.8 Students are advised to meet or contact their main supervisor for their thesis correction and improvement before submitting the final version of the thesis (including the correction table) to PMC.

## 2.20 Examination Result

- 2.20.1 A thesis/dissertation shall be examined and recommended by the Thesis Examination Committee as to whether:
- a) The student is awarded a PhD/Master's degree.
  - b) The student is awarded a PhD / Master's degree subject to changes/corrections to the thesis as assuggested in the Examiners Evaluation Report (**PPS23**).
  - c) The student is allowed to resubmit the thesis/dissertation for re-examination after the student has made the necessary changes/corrections to the thesis, as suggested in the Examiners Evaluation Report (**PPS23**). The student may be required to attend another viva-voce.
  - d) The student is not eligible to be awarded a PhD/Master's degree and is not allowed to resubmit the thesis/dissertation for examination.
- 2.20.2 In the event of a discrepancy in the evaluation between the examiners, the Thesis Examination Committee shall have the prerogative to decide the specific category under which the thesis/dissertation should fall. In case of dispute, the Thesis Examination Committee will refer to JKPA for final decision.

## **2.21 Post-Examination/Pre-Graduation**

### 2.21.1 Verification of Amendments

- 2.21.1.1 Within the period given for amendments, the students shall prepare a preliminary draft incorporating the corrections and improvements to complete the verification process.
- 2.21.1.2 The main supervisor and at least one of the thesis examiners will verify that all required amendments have been made and submitted to PMC together with **PPS29** (Confirmation of Thesis Evaluation).

## **2.22 Submission of Final Thesis/Dissertation/Project Paper**

- 2.22.1 Before submitting the corrected version of the thesis/dissertation, students should complete the Abstract Review Application Form (**PPS28**) to be checked by UniSHAMS Language Centre. Students need to submit **TWO (2)** copies of the abstracts together with the form (Abstract can be in English / Malay / Arabic language).
- 2.22.2 Students are required to submit **FIVE (5)** copies of hardcover version of their final thesis in order to graduate.
- 2.22.3 The main supervisor and the respective Dean of Kulliyah must endorse the final version of the thesis together with **PPS28** (Abstract Review Application), **PPS29** (Confirmation Thesis Evaluation Form) and **PPS30** (Final Thesis Submission Form) which can be obtained from PMC website.
- 2.22.4 If the respective Dean of Kulliyah is the main supervisor, co-supervisor or the internal examiner for the student, endorsement by Postgraduate Deputy Dean at Kulliyah level will instead endorse the final version of the thesis.
- 2.22.5 If the thesis is not amended as requested by the Thesis Examination Committee, it shall be deemed to be rejected.

## **2.23 Termination of Candidature**

- 2.23.1 A student will be terminated if he/she does not satisfy the student status as stated in rules 2.15.2.5.
- 2.23.2 Upon advice from the main supervisor, a student's candidature may be terminated if the student's performance is unsatisfactory without a valid reason.
- 2.23.3 If the student is convicted of a felony or any activity, which is deemed to tarnish the university's reputation and image, his/her candidature will be terminated.
- 2.23.4 A student's candidature will be terminated if he/she is found to be involved in any academic dishonesty throughout the candidate's duration of study.

- 2.23.5 A student's candidature will also be terminated if the student is found violating university or Malaysian rules and regulations.

## **2.24 Re-admission of Candidature**

- 2.24.1 A student whose candidature is terminated may appeal to PMC.
- 2.24.2 The student may apply for re-admission within **ONE (1)** month of receipt of the termination letter.
- 2.24.3 The appeal letter together with the following documents should be attached:
- a) Receipt of payment of all outstanding and current fees and other charges have been paid.
  - b) The justification for the appeal must be clearly stated, and
  - c) A supporting letter/document (if applicable) from the main supervisor and the respective Dean of Kulliyah must be attached.
  - d) All applications for re-admission must be approved by the Re-admission Committee and subsequently endorsed by the JKPA and Senate.

## **2.25 Graduation**

- 2.25.1 Conferment of PhD/Master degree

A PhD/Master degree will be awarded to the candidates who satisfactorily fulfill the following requirements:

- a) Pass the viva-voce session (PhD/Master – Mode A) and evaluation by the internal examiner (Master – Mode B)
  - b) Submit **FIVE (5)** hard bound copies of the thesis/dissertation to PMC including **ONE (1)** CD copy of full thesis report (in word and pdf)
  - c) Have paid up all relevant fees within the stipulated period.
  - d) Have fulfilled all course requirements of the programme.
- 2.25.2 Conferment of the PhD/Master degree will be subject to the endorsement by the JKPA and the University Senate.

## **2.26 General Provisions**

- 2.26.1 Postgraduate Management Centre, with the approval of the University Senate, reserves the right to modify and /or introduce future methods and implementation procedures within any of the provisions of these academic regulations.
- 2.26.2 All such methods and implementation procedures must be adhered to by all students.
- 2.26.3 The Senate shall consider any appeal on any of the provisions under these Regulations at their discretion and shall make any considerations and exception as it sees fit and deems necessary.

**SECTION 3:  
AUTHORITY AND MANAGEMENT OF  
POSTGRADUATE PROGRAMMES**

### **3.1 Authority and Management of Postgraduate Programmes**

For the purpose of efficient and effective of postgraduate programme in UniSHAMS, the following authorities was established.

#### **3.1.1 Kulliyah Postgraduate Committee**

All matters related to postgraduate management have to be decided by the Kulliyah Postgraduate Committee I chaired by the Dean of the Kulliyah. These include:

- 3.1.1.1 Administration of postgraduate matters at Kulliyah level.
- 3.1.1.2 The selection of candidates and the appointment of supervisors.
- 3.1.1.3 Recommendation for new admission.
- 3.1.1.4 Examination matters.
- 3.1.1.5 Applications and appeals from students.
- 3.1.1.6 The recommendation of policy, revisions and/or amendments of postgraduate rules and regulations (Subject to Senate's approval).
- 3.1.1.7 Marketing and promotion of postgraduate programmes.
- 3.1.1.8 Change of supervisors.
- 3.1.1.9 Approval of students' thesis/dissertation titles.
- 3.1.1.10 Approval of the appointment of the internal examiner for master level programme.
- 3.1.1.11 Nomination and recommendation of internal /external examiners for PhD level programme.
- 3.1.1.12 Results of proposal defence.

#### **3.1.2 Postgraduate Committees**

The Postgraduate Committees comprising representatives from every Kulliyah/Center will be chaired by the Deputy Vice Chancellor (Academic and International).

The committees are:

- 3.1.2.1 Admission Committees
- 3.1.2.2 Re-entry admission committee
- 3.1.2.3 Extension of study committee
- 3.1.2.4 Examination Council

## **GENERAL PROVISIONS**

The University Senate reserves the right to introduce and/or modify any current and future methods and procedures as stipulated in the Academic Rules and Regulations.

The students must abide by all such rules.

The Senate shall have the prerogative to consider any appeal pertaining to any of the provisions under these Academic Rules and Regulations.

These rules and regulations shall remain enforced from the date of the Senate Meeting No. 95 (04/2020) approval dated 28<sup>th</sup> October 2020.

Postgraduate Management Centre (PMC)  
Sultan Abdul Halim Mu'adzam Shah International Islamic University  
November 2020



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