

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
CONSTITUTION OF THE UNIVERSITY OF MALAYA 1997

UNIVERSITY OF MALAYA (DEGREE OF DOCTOR OF PHILOSOPHY)  
REGULATIONS 2007

---

ARRANGEMENTS OF REGULATIONS

---

PART 1  
INTRODUCTION

Regulation

1. Name, commencement and application

PART II  
APPLICATION FOR ADMISSION

2. Advertisement and application

PART III  
REGISTRATION

3. Initial registration
4. Registration of courses
5. Renewal of candidature
6. Concurrent registration
7. Attendance in programme of study
8. Withdrawal

PART IV  
PAYMENT

9. Fees and other payments

PART V  
STRUCTURE OF PROGRAMME OF STUDY

10. Offer and completion of courses
11. Change in field of research
12. Change in mode of study
13. Transfer of credit
14. Exemption of credit
15. Application for transfer and exemption of credit

PART VI  
SUPERVISION

16. Supervision and progress of candidature

PART VII  
THESIS

17. Determination of title of thesis
18. Language of thesis
19. Submission of thesis

PART VIII  
EXAMINATIONS

20. Number and scope of examinations
21. Committee of Examiners
22. Programme of study by Research
23. Programme of study by Coursework and Research
24. External examiner
25. Internal examiner
26. Consultant
27. Examination assessment for programme of study by Research
28. Examination assessment for programme of study by Coursework and Research
29. Special examination
30. Marks and grades management
31. Admission as a candidate for examination
32. Withdrawal from examination
33. Absence from examination
34. Conduct of examination
35. Examination results

PART IX  
GRADUATION

36. Programme of study by Research
37. Programme of study by Coursework and Research
38. Award of distinction for thesis

PART X  
APPEAL

39. Appeal for review of examination results of course
40. Appeal to continue with studies

PART XI  
READMISSION TO THE DEGREE PROGRAMME OF STUDY

41. Readmission to the Degree programme of study

PART XII  
GENERAL

42. Power of the Senate
43. Auditing courses
44. Non-graduating students

SCHEDULE

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
CONSTITUTION OF THE UNIVERSITY OF MALAYA 1997

UNIVERSITY OF MALAYA (DEGREE OF DOCTOR OF PHILOSOPHY)  
REGULATIONS 2007

IN the exercise of the powers conferred by rule 17 of the Universities and University Colleges (Degree of Doctor of Philosophy) Rules 2007, the Senate makes the following regulations:

PART I  
INTRODUCTION

**Name, commencement and application**

1. (1) These Regulations may be cited as the **University of Malaya (Degree of Doctor of Philosophy) Regulations 2007** and shall come into force in the academic session 2007/2008.

(2) The Rules shall apply to all candidates of the degree of Doctor of Philosophy admitted prior to and in the academic session 2007/2008 and thereafter.

PART II  
APPLICATION FOR ADMISSION

**Advertisement and admission**

2. (1) The Degree programmes of study of the University shall be advertised from time to time.

(2) Admission into any Degree programme of study shall be made using the prescribed application forms and in accordance with any prescribed procedures.

(3) Applications for admission into any Degree programme of study shall reach the Institute of Postgraduate Studies of the University or any centres as may be determined by the University. Where the University has prescribed the closing date for applications for admission to any Degree programme of study, such applications for admission shall be submitted on or before the prescribed closing date.

## PART III REGISTRATION

### **Initial registration**

3. (1) A candidate of a Degree programme of study by Research shall register for such programme of study at any time but not more than six months from the date the letter of offer was issued or within the period prescribed by the Faculty within which the programme of study is undertaken.

(2) A candidate of a Degree programme of study by Coursework and Research shall register for his programme of study not later than two weeks from the date of commencement of the semester for the programme of study to which he has been offered admission.

(3) If a candidate does not register within the stipulated period or any approved deferment, the offer of admission to the programme of study shall lapse automatically.

(4) In certain circumstances, the Dean of the Institute of Postgraduate Studies or any officer as may be designated by the University, on the recommendation of the Dean of the Faculty may allow a candidate to defer his initial registration to the following semester.

### **Registration of courses**

4. (1) A candidate for a Degree programme of study by Coursework and Research shall attend such programme in accordance with the structure of the programme of study as may be prescribed in Schedule 1 to these Regulations.

(2) A candidate shall register for such courses as may be prescribed in Schedule II to these Regulations for the Degree programme of study attended by him.

(3) A candidate is given a period of two weeks from the date of the commencement of his semester to complete his registration of courses. Any candidate who does not complete the registration of courses within this period shall not attend the said courses.

(4) Notwithstanding the provisions of subregulation (3), a candidate may in special cases or on the recommendation of the Dean of the Faculty, approve a late or backdated registration if the candidate has fulfilled eighty percent of class attendance for the relevant semester for the relevant course. The candidate shall pay a fine at a prescribed rate as well as other prescribed fees for that course.

## **Renewal of candidature**

5. (1) A candidate of a Degree programme of study by Coursework and Research shall renew his candidature not later than two weeks from the date of commencement of the relevant semester.

(2) A candidate of a Degree programme of study by Research shall renew his candidature not later than seven weeks from the date of commencement of the relevant semester.

(3) Failure of a candidate to renew his candidature within the period prescribed under subregulations (1) or (2) shall cause his candidature to lapse unless the candidate has been granted approval to register late. The candidate shall pay a fine at a prescribed rate as well as other prescribed fees for that course.

## **Concurrent registration**

6. (1) Subject to subregulations (2), (3) and (4), a candidate shall not register concurrently for any programme of study that will lead to the award of any degree in this University or any other university or institution.

(2) A Faculty may permit a candidate to register concurrently for any programme of study that will lead to the award of a degree in this University or other university or institution provided that —

(a) the candidate has submitted his thesis for examination; and

(b) the programme of study is not the same as the programme of study he has registered for at the University.

(3) Where the University conducts a programme in cooperation with another university or institution that will lead to the award of a degree, a candidate may be permitted to register concurrently.

(4) A candidate may with the approval of the Dean of the Faculty register and attend at any time such in-service training programme at the request of his employer provided that such programme is for a period of not more than one year.

(5) Subject to subregulations (2), (3) and (4), any candidate found to be in breach of subregulation (1) may have his candidature terminated without refund of any fees and other payments that have been paid.

## **Attendance in programme of study**

7. (1) A candidate shall attend all programmes of instruction and research in respect of the programme of study he is attending except where the candidate has been granted medical or maternity leave by a registered medical

officer or has been given leave of absence by the Dean of the Faculty concerned.

(2) A candidate may with the approval of the Faculty undergo a part of the programme of study at another institution.

### **Withdrawal**

8. (1) The following provisions shall apply to any withdrawal from any course:

- (a) "A withdrawal from any course" means withdrawal from one or more courses in any semester. Notwithstanding that, a candidate is subject to any prescribed minimum credit hours for any normal semester.
- (b) A candidate may withdraw from a course not later than the seventh week of lectures of any normal semester or the second week of lectures of the special semester. Such candidate shall not be liable to pay any fees and his course record shall be expunged.
- (c) A candidate who withdraws from any course after the second week of lectures but before the seventh week of lectures of any normal semester shall be liable to pay all the prescribed fees and shall be given the grade W for the course concerned.
- (d) A candidate shall not withdraw from any course after the seventh week of lectures of any normal semester or after the second week of lectures of any special semester unless otherwise permitted by the Dean of the Institute of Postgraduate Studies or an officer as may be designated by the University pursuant to a written application by the candidate made through the Dean of the Faculty.
- (e) An application to withdraw will only be considered on the basis of emergencies supported by relevant documentary evidence or on medical grounds supported by a medical report issued by a registered medical officer.
- (f) Where the application is allowed, the course concerned shall be given the Grade W. All prescribed fees shall remain liable to be paid.
- (g) Where the application is not allowed, the candidate shall be required to continue with his candidature with respect to the course concerned. A candidate will be given the Grade F if he does not attend the course and does not sit for the

examination that is held at the end of the semester concerned.

- (h) No candidate is permitted to withdraw from a course on any or all of the following grounds:
  - (i) The performance of the candidate is not satisfactory for any of the courses;
  - (ii) Insufficient preparation for the course concerned; or
  - (iii) Dissatisfaction with any of the courses.
- (i) A candidate is not permitted to withdraw from any of the courses once the examination period has commenced.

(2) The following provisions shall apply in relation to any withdrawal from a semester:

- (a) "Withdrawal from a semester" means withdrawal from all registered courses or programme of instruction or research for the semester concerned. The candidate is only permitted to withdraw from any semester after he has attended the programme of study for at least one semester. The Faculty may in certain circumstances permit the candidate to withdraw from any semester.
- (b) Any application for withdrawal from a semester may be approved by the Faculty provided it is received before 12.00 noon on the Friday of the seventh week of the semester concerned.
- (c) Any candidate whose application to withdraw from a semester before 12.00 noon on the Friday of the seventh week of the semester —
  - (i) shall not be required to pay any course fees; and
  - (ii) the registration record of the semester concerned shall be expunged.
- (d) A candidate is not permitted to withdraw from a semester after 12.00 noon on the Friday of the seventh week unless otherwise approved by the Deputy Vice-Chancellor on an application made in writing by the candidate through the Dean of the Faculty. An application on the grounds of emergency will only be considered if supported by relevant documentary evidence or on medical grounds if supported by a medical report that is issued by a registered medical officer.



- (e) If the application is approved, the course concerned shall be given Grade W. The prescribed fees remain liable to be paid.
- (f) If the application is not approved, the candidate shall be required to continue with his candidature for the semester concerned.
- (g) A candidate is not permitted to withdraw once the examination period has commenced.
- (h) The maximum period a candidate may be permitted to withdraw from a semester is four normal semesters for the duration of the period of candidature whether on a continuous basis or otherwise, except with respect to the last semester of the candidature.
- (i) Except for medical reasons that are supported by medical report from a registered medical officer, the period of withdrawal shall be counted as part of the maximum period of candidature.

(3) The following provisions shall apply in relation to any withdrawal from a Degree programme of study:

- (a) Any application to withdraw from a Degree programme of study shall be made in writing through the Dean of the Faculty to the Dean of the Institute of Postgraduate Studies or such officer as may be determined by the University; and
- (b) Any decision with respect to a withdrawal from a Degree programme of study shall be final.

## PART IV PAYMENT

### **Fees and other payments**

9. (1) A candidate shall pay all fees and other payments due to the University at the time of initial registration or at the time of renewal of candidature except where he has been exempted from any fee or payment or both fee and payment.

(2) A candidate who intends to pay any fee or other payments to the University by installments shall apply to do so using the prescribed forms obtainable from the Institute of Postgraduate Studies or any other centres as may be determined by the University.

(3) A candidate who fails to pay any fee or other payments or any part thereof or any payment due to the University shall not be permitted to sit for any examination of the Degree programme of study.

## PART V STRUCTURE OF PROGRAMME OF STUDY

### **Offer and completion of courses**

10. (1) A Faculty shall determine the courses that it wishes to offer in any semester. A new course may be offered if it fulfils the required conditions and has been approved by the Senate.

(2) Every course offered shall be taught, completed and examined in one semester. Only specific courses that have obtained the prior approval of the Senate may be conducted for more than one semester.

(3) The total credit hours for the coursework component of any Degree programme of study shall be as determined by the Faculty and the Senate.

### **Change in field of research**

11. A candidate may submit an application in accordance with prescribed procedures to change his field of research. Any change in the field of research is subject to the approval of the Faculty concerned.

### **Change in mode of studies**

12. A candidate may submit an application in accordance with prescribed procedures to change his mode of studies. Any change in the field of research is subject to the approval of the Faculty concerned.

### **Transfer of Credit**

13. (1) "Transfer of credit" means the transfer of credit hours that are similar to the grade obtained for a course taken by a candidate after his admission into a Degree programme of study.

(2) In the transfer of credit, the credit hour that has been obtained together with the grade and the grade point for the course concerned shall be taken into account in the calculation of the candidate's GPA and CGPA. The approval for the transfer of credit, among other things, is subject to the following conditions:

- (a) The course for which the transfer of credit is applied has at least seventy-five percentage of overlap with the course that is offered at this University;

- (b) The grade or grade point obtained for the course concerned is not less than B or 3.0; and
- (c) The course for which the transfer of credit is applied shall be a course from a programme of study that is equivalent to the Degree programme of study.

### **Exemption of credit**

14. (1) “Exemption of credit” means the exemption from registration and attendance of a course that is prescribed for a Degree programme of study as approved by the Senate. The approval for the exemption of credit is subject to the following conditions:

- (a) The course for which exemption of credit is applied was taken by the candidate before his admission into the Degree programme of study;
- (b) The course for which exemption of credit is applied shall have at least seventy-five percent of overlap with the course that is offered by this University;
- (c) The grade or grade point obtained for the course concerned is not less than B or 3.0; and
- (d) The course for which the transfer of credit is applied shall be a course from a programme of study that is the equivalent to the Degree programme of study.

(2) A course that has been approved for exemption of credit shall be awarded Grade K and the credit hour shall not be taken into account in the calculation of the GPA and CGPA.

(3) In certain circumstances, a course that has not been approved for transfer of credit may be considered for exemption of credit subject to the conditions under subregulation (1).

### **Application for transfer and exemption of credit**

15. (1) An application for transfer or exemption of credit shall be made using the relevant form that can be obtained from the Faculty concerned. The completed form shall be submitted to the Dean of the Faculty not later than the Friday of the fifth lecture week of the normal semester together with—

- (a) the payment of the processing fees at a rate that has been determined. Such fee is non-refundable;
- (b) the syllabus and marking scheme of the course for which application for which transfer or exemption of credit is made; and

(c) a copy of the transcript.

(2) The maximum credit hours that can be transferred and exempted shall not exceed one third of the total credit hours of the component of the Degree programme of study.

(3) The candidate shall be informed in writing of the result of his application for transfer or exemption of credit.

## PART VI SUPERVISION

### **Supervision and progress of candidature**

16. (1) The Faculty shall appoint a supervisor for each candidate. For a candidature requiring more than one supervisor, the Faculty may appoint additional supervisors who shall have equal status as the first appointed supervisor. The supervisor shall carry out his role and responsibilities as may be determined by the University.

(2) An Adjunct Professor of the University, a post-doctoral researcher or a research fellow may be appointed by the Faculty as the supervisor of a candidate provided that an additional supervisor from among the academic staff of the University is appointed to supervise jointly the said candidate.

(3) The Faculty may appoint a joint supervisor for any candidate subject to the agreement of the said staff of the Faculty concerned.

(4) The Faculty may appoint a consultant for any candidate. For the purpose of this regulation, the term "consultant" shall be used for the appointment of an external expert who is not from among the academic staff.

(5) The supervisor, joint supervisors (if any) and consultant (if any) shall be appointed before the initial registration of the candidate or at any other time as may be necessary. The Faculty has the right to increase, reduce or change any supervisor, joint supervisors or consultant from time to time as may be deemed necessary by the University.

(6) A candidate shall be required to submit a progress report at the end of each semester to his supervisor in accordance with the prescribed procedure. The appointed supervisor, joint supervisors and consultant shall evaluate the progress report that has been submitted to the Dean of the Faculty through the Head of Department concerned.

(7) A candidate whose progress is satisfactory shall be recommended for a continuance of his candidature. A candidate whose candidature is not satisfactory shall have his candidature terminated by the Senate.

## PART VII THESIS

### **Determination of title of thesis**

17. The title of the thesis shall be submitted to the Faculty for approval when the candidate submits his notice of submission of thesis under regulation 19 of these Regulations.

### **Language of thesis**

18. The thesis shall be written in bahasa Malaysia or the English language. In certain circumstances, the Senate may approve a language other than bahasa Malaysia or the English language for the thesis concerned.

### **Submission of thesis**

19. (1) A candidate shall submit his thesis for examination within the period of candidature. The period that is taken for the examination of the thesis and any period for corrections or further work on the thesis as may be required by the Committee of Examiners shall not be regarded as part of the maximum period of the candidate's candidature.

(2) A candidate shall give at least three months' notice in writing to the Faculty prior to the submission of his thesis for examination.

(3) A candidate shall submit in print format of at least five copies of his thesis or such numbers as may be determined by the Faculty for examination. The thesis shall be—

- (a) prefaced by —
  - (i) An abstract that does not exceed five hundred words in bahasa Malaysia and English. Where the language of the thesis is other than bahasa Malaysia or English, an abstract in that language must also be included; and
  - (ii) A declaration of the originality of the writing in accordance with a format as may be determined by the University;
- (b) typed and printed in double spacing on A4 size paper except for drawings or maps for which there is no size limitation. A margin of four centimetres shall be left on the left-hand side; and
- (c) bound in rexine red soft cover with the title or an abbreviation thereof and the name of the author printed in block letters on the spine and the cover.

(4) A thesis shall not exceed a hundred thousand words except otherwise determined by the Senate.

(5) Notwithstanding the provisions of subregulation (4), the following are not included in the limitations:

- (a) Footnotes or endnotes, appendices, tables and diagrams; and
- (b) Reproductions or translations of any texts. The candidate's own comments or criticisms shall be subject to the said limitations.

(6) A candidate who wishes to exceed the number of words specified shall apply to the Faculty at least three months before the date of submission of his thesis for examination, and provide reasons for his inability to adhere to the prescribed length.

(7) A candidate shall not submit as his thesis any work including idea, writing, data or any creation of any other person or work that has already been submitted for a degree in this or any other university or institution, but he shall not be precluded from incorporating any part of any such work into his thesis provided that in his thesis he indicates clearly that part of the work that has been so incorporated.

(8) A candidate may submit any contribution that has been printed and published independently or conjointly for the advancement of his subject. A conjoint work must be accompanied by a statement showing clearly the candidate's contribution to the work. The statement must be signed by his collaborator.

(9) A candidate shall not plagiarize any idea, writing, data or creation of any other person. For the purpose of this subregulation and subregulation 34(9), plagiarism includes—

- (a) any act of taking an idea, writing, data or creation of another person and claiming that the idea, writing, data or creation is his own product or creation; or
- (b) any attempt to promote or any act of promoting, in any form, that he is the originator or creator of any idea, writing, data or creation which in fact has been taken from another source.

(10) A candidate who is found to have plagiarised his thesis may be subject to disciplinary action under the University of Malaya (Discipline of Students) Rules 1999.

(11) Any thesis submitted for examination shall be in accordance with the regulations and procedures prescribed under these Regulations or any amendments thereof as may be made from time to time. The Dean of the Faculty may reject any thesis not submitted in accordance with any prescribed regulations and procedures.

(12) Any approved thesis or part thereof that is subsequently published shall state clearly that it was submitted for the Degree of Doctor of Philosophy of the University. In the course of his candidature, a candidate may with the approval of his supervisor publish any papers of his work during his candidature provided due reference is made to the University in all such papers.

(13) A thesis whether approved or otherwise for the award of the Degree including any intellectual property rights therein shall vest in and remain the property of the University. The University reserves the right to restrict or limit for such period as may be required for the purpose of protecting or obtaining intellectual property rights, the publication, disclosure or use of or any dealings with the following:

- (a) Thesis;
- (b) Result or product of the research leading to the thesis concerned; or
- (c) Both of the above.

(14) After the examination of the thesis and the final result of the candidate's thesis, the candidate shall submit to the University—

- (a) three copies of the thesis in print format bound in rexine red hard copy with a title or an abbreviation thereof and the name of the author printed in block letters on the spine and cover; and
- (b) an electronic copy in accordance with the prescribed format.

## PART VIII EXAMINATIONS

### **Number and scope of examinations**

20. (1) The number and scope of examinations shall be determined under these Regulations as may be approved by the Senate on the recommendation of the Faculty.

(2) The examination in any course and thesis may incorporate written tests, orals, practicals and clinicals in any form as well as other assessment

methods as may be approved by the Senate on the recommendation of the Faculty.

(3) The Committee of Examiners may at its discretion require a candidate to sit for any additional examination that is deemed necessary for the assessment of his thesis.

### **Committee of Examiners**

21. A Committee of Examiners shall be appointed for each examination or part thereof of the Degree programme of study.

### **Programme of study by research**

22. (1) The membership of the Committee of Examiners shall comprise the following —

- (a) The Dean of the Faculty as Chairman;
- (b) A representative of the Senate appointed by the Senate;
- (c) The Chairman of the Faculty's Higher Degree Committee or the Deputy Dean in charge of postgraduate matters in a Faculty where the Deputy Dean is not the Chairman of the Faculty's Higher Degree Committee;
- (d) The Head of Department concerned; and
- (e) Three examiners with expertise in the field concerned of whom at least two are external examiners appointed by the Senate.

(2) The quorum for the meeting of the Committee of Examiners shall be at least four including an examiner and the representative of the Senate.

(3) Where the Dean of the Faculty is the supervisor or examiner of the thesis of the candidate concerned, the chairman of the Committee of Examiners may be one of the Professors in the field concerned or the Dean of the Institute of Postgraduate Studies or such officer as may be determined by the University.

(4) Where the Dean of the Faculty or the Chairman of the Higher Degree Committee or the Deputy Dean responsible for the Degree of Doctor of Philosophy or the Head of Department or Coordinator of the programme is the supervisor for the candidate concerned, he shall attend the meeting of the Committee of Examiners on the invitation of the Committee of Examiners and not as a member thereof.

(5) Except otherwise provided under subregulation (3), where the Dean of the Faculty or the Dean of the Institute of Postgraduate Studies or such officer as may be determined by the University for any reasons is not able to



perform his duties as the chairman of the Committee of Examiners, the Deputy Dean who is responsible for postgraduate matters or the Deputy Dean of the Institute of Postgraduate Studies or such officer as may be determined by the University may perform the duties of the Dean as the chairman of the Committee of Examiners with the approval of the Vice-Chancellor.

(6) Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to represent him in any meeting of the Committee of Examiners except with the written approval of the Vice-Chancellor.

(7) The Registrar or his representative shall be the secretary of the meeting of the Committee of Examiners.

(8) The supervisor may be invited to attend the meeting of the Committee for the purpose of advising on matters under discussion but he does not have the right to participate in the consideration and the results of the examination of the candidate's thesis.

(9) The Committee of Examiners shall consider the examiners' reports with regard to the thesis of a candidate, conduct viva voce and arrive at a decision regarding the level of achievement of the thesis in accordance with the provisions of these Regulations in its recommendation to the Senate. The Committee of Examiners shall also report to the the Senate on any matter concerning the standard or conduct of an examination

### **Programme of study by Coursework and Research**

23. (1) Separate Committees of Examiners shall be required for the coursework component and the research component.

(2) The Committee of Examiners for the research component shall be as provided under subregulation 22(1) above.

(3) The membership of the Committee of Examiners for the coursework component shall comprise the following as approved by the Senate:

- (a) The Dean of the Faculty as Chairman;
- (b) The Chairman of the Faculty's Higher Degree Committee or the Deputy Dean in charge of postgraduate programmes in a Faculty where the Deputy Dean is not the Chairman of the Faculty's Higher Degree Committee;
- (c) A professor appointed by the Faculty;
- (d) The Head of Department or Coordinator of Programme or the Chairman of Division concerned;

- (e) The coordinator of the field concerned who is responsible for any of the course or programme of study not within the Department/Faculty;
- (f) The external examiner concerned; and
- (g) Any examiner who is a full-time teacher or any other person appointed by the Faculty.

(4) The quorum for the meeting of the Committee of Examiners for the coursework component is the Chairman and one-third of the members of the Committee of Examiners.

(5) A part-time teacher of the University may be invited to attend a meeting of the Committee of Examiners.

(6) Members of the Committee of Examiners shall not delegate to any other person who are not members of the Committee of Examiners to represent him in any meeting of the Committee of Examiners.

(7) The Registrar or his representative shall be the secretary of the meeting of the Committee of Examiners.

(8) In the event of an emergency, the Vice-Chancellor may appoint any full-time teacher of the University as a member of the Committee of Examiners on condition the appointment is reported to the Senate as soon as possible.

(9) The functions of the Committee of Examiners are as follows:

- (a) To consider the examination results in accordance with the marking scheme as provided under paragraph 28(1)(c) below and to determine the candidates who have passed or failed an examination;
- (b) To recommend to the Senate that the candidates who have failed the examination in any course be permitted to repeat the course and to retake the examination for the course concerned or not be permitted to retake the examination or to be readmitted into the Degree programme of study; and
- (c) To report to the Senate on any matters in connection with the quality or conduct of an examination.

### **External examiner**

24. (1) External examiners shall be appointed for a Degree programme of study as follows:

- (a) Degree of Doctor of Philosophy by Research.

- (i) At least two external examiners shall be appointed by the Senate to examine the candidate's thesis. In the event no suitable teacher of the University can be appointed as an internal examiner, another external examiner may be appointed to perform the duties of the internal examiner.
- (ii) An external examiner is normally appointed from among academic staff outside the University who is qualified, experienced and possesses expertise relating to the area of research of the candidate's thesis. In special circumstances, an expert in the field concerned from outside the University who is not an academic staff may be appointed as an external examiner.
- (iii) An external examiner who is appointed shall not have close family ties with the candidate.
- (iv) An Emeritus Professor or an Adjunct Professor cannot be appointed as an external examiner.
- (v) Subject to subparagraph (ii), a former full time teacher may be appointed as an external examiner provided he has left the services of the University for a period of not less than five years from the date of appointment as an external examiner.
- (vi) A graduate of the University who is a former student of a candidate's supervisor may be appointed as an external examiner provided that the graduate had completed his studies at the University for the period of not less than five years from the date of his appointment as an external examiner.
- (vii) In the event of an emergency, the Vice-Chancellor may appoint an external examiner to examine the thesis of a candidate provided that the Faculty shall report the appointment to the Senate as soon as possible.
- (viii) An external examiner appointed to examine a thesis of a candidate shall submit a report in the prescribed format as soon as possible but not exceeding two months from the date the thesis was delivered to him. The Faculty may recommend to the Senate to substitute an external examiner who has not carried out his duties satisfactorily with another external examiner.

- (b) Degree of Doctor of Philosophy by Coursework and Research.
- (i) For the research component, the appointment of an external examiner shall be as provided under paragraph (a).
  - (ii) For the coursework component, at least one external examiner shall be appointed by the Faculty.
  - (iii) As far as possible, an external examiner shall be appointed from an academic staff from outside the University who is qualified, experienced and possesses the expertise that is related to the Degree programme of study.
  - (iv) An Emeritus Professor or an Adjunct Professor of the University cannot be appointed as an internal examiner.
  - (v) An external examiner appointed for the coursework component shall—
    - (A) examine and evaluate the examination question papers and examination answer scripts and report his comments or recommendations to the Dean of the Faculty;
    - (B) where it is provided in the letter of appointment, visit the Faculty for such period of time as may be determined by the Faculty to meet with the teachers and candidates in the Faculty, assess the teaching and research facilities, evaluate the quality of the examinations, attend the meeting of the Committee of Examiners and if necessary, conduct a seminar for the teachers and candidates in the Faculty; and
    - (C) assess and evaluate in general, the structure and curriculum of the Degree programme of study and submit a report to the Vice-Chancellor and the Dean of the Faculty.

#### **Internal examiner**

25. (1) Subject to paragraph (4), a Faculty shall appoint—
- (a) a full time or part time teacher of the University as an internal examiner for the coursework component; and

(b) a full time teacher of the University to examine the thesis of a candidate.

(2) An internal examiner appointed to examine a thesis must as far as possible possess the qualifications, experience and expertise related to the area of research of the candidate's thesis.

(3) A full time teacher of the University shall not be appointed as an internal examiner for the thesis of a candidate who has close family ties with him.

(4) A tutor cannot be appointed as an internal examiner to examine any course or thesis. Notwithstanding that, a tutor may with the consent and under the supervision of the course examiner, assist in the examination of a course.

(5) In the case of an emergency, the Dean of the Faculty may appoint an examiner for any course provided that the said appointment is reported to the Faculty as soon as possible.

(6) An internal examiner appointed to examine the thesis of a candidate shall prepare and submit his report in the prescribed format within a period not exceeding two months from the date the thesis was delivered to him. The Faculty may substitute an internal examiner who has not carried out his duties satisfactorily with another internal examiner.

### **Consultant**

26. Where a consultant has been appointed to assist with the supervision of a candidate, the Faculty may require the consultant to prepare and submit a report with regard to the thesis. The consultant's report shall be tabled at the meeting of the Committee of Examiners for the examination of the thesis of the candidate concerned.

### **Examination assessment of programme of study by Research**

27. (1) The method of assessment shall be as follows:

(a) The method of assessment for a programme of study by Research shall be by examination of the thesis and a viva voce with respect to the thesis concerned.

(b) A thesis shall be examined, evaluated and recommended by each examiner as to whether it be —

(i) awarded a Pass or a Fail;

(ii) referred for corrections without re-examination; or

(iii) referred for further work and be submitted for re-examination.

- (c) No mark or grade shall be awarded in the examination of a thesis.
- (d) The candidate shall be required to attend a viva voce with respect to his thesis. The Committee of Examiners has the power to determine the method of conducting a viva voce with respect to the thesis of a candidate. The Committee of Examiners may, if necessary, invite a teacher of the University who has the experience and expertise related to the area of research of the candidate to attend the meeting of the Committee of Examiners and the viva voce of the candidate concerned.
- (e) The Committee of Examiners shall after considering the reports of the examiners, the candidate's thesis and viva voce, decides and recommends that the thesis of the candidate concerned —
  - (i) has achieved sufficient academic merit to be awarded the Degree without any corrections;
  - (ii) has achieved sufficient academic merit to be awarded the Degree subject to the candidate making corrections within six months without any re-examination;
  - (iii) be referred for further work within a period of between six to eighteen months as may be determined by the Committee of Examiners and be submitted for re-examination before the expiry of the stipulated period; or
  - (iv) has not achieved sufficient academic merit and the candidate has failed in the examination of his thesis.
- (f) Notwithstanding subparagraph (iii), further work for a period exceeding eighteen months shall only be recommended by the Committee of Examiners in special circumstances and based on the reports of the examiners concerned.
- (g) For the purpose of these Regulations, "further work" means revision and re-writing the thesis including further research with respect to the topic of the research concerned. "Re-examination" means the re-evaluation of the thesis of the candidate by the Committee of Examiners after further work.
- (h) A candidate referred for further work may required by the Committee of Examiners to attend a viva voce with regard to his thesis for the second time.

- (i) The results of the meeting of the Committee of Examiners shall be based on the reports of the examiners and the performance of the candidate during the viva voce and as far as possible be arrived at unanimously. Where no results can be reached unanimously, an additional examiner may be appointed to assist the Committee of Examiners in making a decision.
- (2) The corrections and re-examination of a thesis shall be as follows:
  - (a) A candidate required to make the corrections as provided under subparagraph (1)(e)(ii) above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except in special circumstances where the Dean of the Faculty has approved an extension of the stipulated period by a period of not more than ninety days.
  - (b) A candidate required to make the corrections as provided under subparagraph (1)(e)(iii) above shall submit his thesis before the expiry of the period stipulated for the said corrections. Where the candidate fails to do so, he shall be presumed to have failed the examination of his thesis except where the Senate, on the recommendation of the Committee of Examiners has approved an extension of the stipulated period. For the purpose of this paragraph, the extension shall begin a day after the expiry of the stipulated period for further work.
  - (c) A thesis that has been resubmitted for examination shall be sent to all the examiners concerned for re-examination and a new report shall be prepared by each examiner and submitted to the Committee of Examiners for its consideration.
  - (d) The Committee of Examiners shall after considering the examiners' reports, the candidate's thesis and viva voce (if any), decide and recommend whether the thesis of the candidate be awarded a Pass or a Fail. Where the thesis has not achieved sufficient academic merit to be awarded the degree of Doctor of Philosophy, the Committee of Examiners shall recommend that a Master's in the relevant field be awarded after being satisfied that the thesis of the candidate has achieved sufficient merit to be awarded a Master's degree.

- (e) Subject to the provisions of subparagraphs (1)(b)(iii) and (1)(e)(iii) above no candidate shall be permitted to submit his thesis for re-examination more than once.
- (f) A candidate required to resubmit his thesis for re-examination shall continue with his registration as a candidate and pay the registration fees concerned.

### **Examination assessment of programme of study by Coursework and Research**

28. (1) The method of assessment for the coursework component shall be as follows:

- (a) The method of assessment of a course shall depend on the learning outcomes and course content. The contributory ratio or weight of an assessment method in the final total marks for a course shall be determined by the Faculty and shall be approved by the Senate.
- (b) Attendance in class
  - (i) A candidate shall attend all classes. It is the responsibility of each lecturer to inform the candidate of the consequences of failure to attend classes. It is the responsibility of a candidate to ensure that the lecturer is informed early of his non-attendance of class. The lecturer is required to keep records of class attendance and report on any non-attendance exceeding twenty percent to the office of the Dean of the Faculty.
  - (ii) Any candidate who has less than eighty percent of class attendance for a course in a semester without any acceptable reasons or without obtaining prior approval of the lecturer concerned may be barred from sitting for the final examination for the course concerned in a semester by the Dean of the Faculty. Where a candidate is barred from sitting for the final examination of a course for a semester he shall be informed in writing by the Dean of the Faculty at least one week before the commencement of the semester examination concerned.
  - (iii) Any candidate who is barred from sitting for the final examination in a semester shall be given a zero mark for the final examination of the course concerned.
- (c) Marking scheme



- (i) The assessment for the examination for the coursework component shall be based on the following marking scheme:

Mark	Grade	Grade Mark	Meaning
80-100 75-79	A A-	4.0 3.7	Excellent
70-74 65-69	B+ B	3.3 3.0	Pass
60-64 55-59 50-54	B- C+ C	2.7 2.3 2.0	Conditional Pass
45-49 40-44 35-59 <35	C- D+ D F	1.7 1.5 1.0 0	Fail

- (ii) For the purpose of this paragraph, a Conditional Pass means a pass in the course concerned if the CGPA is 3.0 or greater in the semester the course is taken.
- (iii) Grade I is given when —
- (A) a candidate did not take the final examination for any course in a semester on medical or compassionate grounds and the grade is recommended by the Committee of Examiners; or
  - (B) a portion of the candidate's course requirements has not been completed due to reasons beyond the candidate's control that may be accepted by the Committee of Examiners concerned.
- (iv) In situation (A), the candidate is permitted to take the examination for the course concerned without being required to attend the course again. In situation (B), the candidate is permitted to complete the relevant portion of the course at the first opportunity in the following semester.

- (v) In both situations (A) and (B), the candidate must register to attend the course concerned when offered in the immediate following semester. However, no fees will be imposed for the registration of the course concerned and the credit hours concerned shall not be taken into account in the number of credit hours that can be registered in a semester.
- (vi) A candidate shall be given a zero mark for the final examination for the course or the portion of the course requirement concerned if he did not—
  - (A) register and take the final examination for the course concerned when it is offered in the immediate following semester; or
  - (B) where applicable, did not complete that portion of his course requirements at the first opportunity in the following semester.
- (vii) The mark that is obtained in the final examination of the portion of the course requirement for a course as mentioned above shall be added to the mark for the course that is given a Grade I in order to obtain the actual grade for that course.
- (viii) A candidate who is given a Grade I for a course shall not be permitted to repeat the course under any circumstances until the Grade I is dropped.
- (ix) Other than the grades as shown in the marking scheme and in subparagraph (i) and Grade I in subparagraph (iii), the following grades may also be given to a candidate for courses attended by him—
  - (A) Grade K, given for courses that are approved for the exemption of credit.
  - (B) Grade P, given for courses that are conducted over more than one semester.
  - (C) Grade S, given for courses for which the candidate's performance is graded as satisfactory.
  - (D) Grade U, given for courses for which the candidate's performance is graded as unsatisfactory.

- (E) Grade R, given for courses registered by the candidate for auditing only. No credit hour value is given for this grade.
- (F) Grade W, given for a course or courses from which a candidate has withdrawn officially during the semester.
- (G) Grade W1, given where a candidate has withdrawn officially from a semester.
- (H) Grade W2, given where a candidate has withdrawn officially from the University.
- (I) Grade UW, given for any course for which a candidate has not been attending and has not withdrawn officially in a semester.

(d) Determination of academic performance

- (i) The academic performance of a candidate in a semester is indicated by the GPA and CGPA. The GPA is determined by dividing the total grade points obtained by the total credit hours taken in a semester.

The following is an example of how the GPA is determined:

Course	Grade	Grade Point	Credit Hour	Credit Hour x Grade Point
K1	A	4.0	4	4x4.0=16.0
K2	C+	2.3	3	3x2.3= 6.9
K3	F	0.0	3	3x0.0= 0.0
K4	C	2.0	3	3x2.0= 6.0
Total			13	28.9
				GPA = $\frac{28.9}{13}$
				= 2.22

The CGPA is determined by dividing the total grade points obtained by the total credit hours taken from the first semester to the current semester.

- (ii) The grade points and credit hours that are obtained for courses registered in a semester shall be included in the calculation of the GPA and CGPA for that semester.
- (iii) The credit hours for a course with grade C-, D+, D or F shall be included in the calculation of the GPA and the CGPA for the semester concerned. However, courses with these grades shall not be given any credit hour values. The grade UW shall be converted to grade F at the end of the semester concerned and be taken into account in the determination of the GPA and CGPA.
- (iv) Grade I or P for a course shall be taken into account in the determination of the GPA and CGPA when the final grade for that course is obtained in the following semester concerned.
- (v) Grades K, R, S, U, W, W1 and W2 shall not be taken into account in the determination of the GPA and CGPA.
- (vi) Credit hour values shall be given for courses with grades A, A-, B+, B, B-, C+, C, K and S. No credit hour values shall be given for courses with Grades C-, D+, D, F, R, U, UW, W, W1 and W2. For courses that must be passed with at least Grade B, the credit hour value shall be given where the candidate achieves at least Grade B for the courses concerned.

Courses with Grades I and P shall be given the credit hour values when the final grades for the courses other than Grades C-, D+, D, F and U, are obtained in the following semester.

- (vii) Where a candidate has repeated a course, the mark and grade that are taken into account in the determination of the CGPA shall be the better mark and grade achieved by the candidate.
  - (viii) Any candidate who has been imposed a sentence under rules 6 or 8 of the University of Malaya (Students' Discipline) Rules 1999 shall be given a zero mark for the answer script concerned unless the Senate decides otherwise.
- (e) Minimum requirements of study
- (i) To fulfill the minimum requirements of study at the University, a candidate must obtain a GPA and CGPA of not less than 3.0 for each semester until the end of his studies.

- (ii) The Faculty shall determine before the first semester of each academic session and inform the candidate early the courses he must pass with the specific minimum grades.
- (iii) For courses that are required to pass with specific minimum grades, the candidate shall repeat any course with a grade that is less than the minimum grade so as to attain the minimum grade within the maximum period of his candidature. A candidate who attains a grade less than the required minimum pass grade after three attempts for a course for which the minimum grade is required shall be terminated from his programme of study.
- (iv) Subject to the provisions of subparagraphs (ii) and (iii) and the maximum period of his candidature, a candidate who obtains a CGPA of 3.0 and above in a semester—
  - (A) may maintain Grade B-, C+ or C that he has attained for any course; or
  - (B) may repeat to improve that grade that has been attained in any course.
- (v) A candidate who obtains a CGPA of less than 3.0 in a semester—
  - (A) may not maintain Grade B-, C+ or C that he has attained in any course until the candidate has attained a CGPA of 3.0 and above in the following semester; and
  - (B) shall repeat any course in the following semester to raise his CGPA to 3.0 and above subject to the maximum period of his candidature.
- (vi) Subject to the provisions of subparagraph (iv), a candidate who obtains a GPA of less than the required minimum for his programme of study shall be placed on an Academic Probationary Period in the following normal semester. That period shall continue and shall end when the candidate has attained the required minimum GPA in the following normal semester. Any candidate who is placed on an Academic Probationary Period for more than two consecutive normal semesters shall be terminated from his programme of study.

- (vii) A candidate who obtains a GPA or CGPA of less than 2.0 in two consecutive normal semesters shall be terminated from his programme of study.
- (viii) For the purpose of subparagraphs (vi) and (vii), only the normal semester for which the candidate has registered, attended and sat for the examination for the course concerned shall be taken into account.
- (ix) Where a candidate is placed on an Academic Probationary Period in a semester, the Dean of the Faculty shall issue a warning to the candidate and inform him of the status of his progress. The warning shall contain a clear statement of what is deemed as “satisfactory progress” and what the candidate needs to achieve it.
- (x) Where a candidate is terminated from his programme of study, the notice of termination shall be sent to the candidate by the Dean of the Faculty where the candidate is registered for his programme of study.

(2) The method of assessment for the research component of a Degree programme of study by Coursework and Research shall be provided for under the method of assessment for the Degree programme of study by Research.

### **Special examination**

29. In specific circumstances, the Senate may upon the recommendation of the Faculty concerned, approve a special examination for a candidate who is unable to sit for an examination for a course due to extraordinary reasons. A candidate who has been approved to sit for a special examination shall take the examination before the second week of the following semester.

### **Marks and grades management**

30. (1) After the final examination at the end of each semester for a course, the examiner shall submit the course marks and grades to the Dean or the Head of department as the case may be, who shall check and decide whether the marks and grades need to be re-assessed. The original marks and grades and the marks and grades, where applicable, from the outcome of the re-assessment shall be discussed at the departmental level to obtain the final marks and grades which shall then be reported to the Committee of Examiners through the Dean. The final marks and grades shall be as approved by the Committee of Examiners concerned.

(2) The final grade of a course after the final examination at the end of each semester shall be displayed by the examiner on the Faculty notice board.

(3) The Institute of Postgraduate Studies or such centre as may be determined by the University is responsible for keeping the official records of a candidate and for issuing to each candidate—

- (a) the results of the examinations for his programme of study; and
- (b) the academic record at the end of his programme of study.

### **Admission as a candidate for examination**

31. A candidate shall not be permitted to take an examination in any course or submit any thesis for examination unless —

- (a) he has registered as a candidate for the course or courses which are prescribed for the Degree programme of study at the time of taking the examination or has registered as a candidate for the Degree programme of study at the time of submitting the thesis for examination, as the case may be;
- (b) he has paid the prescribed fees; and
- (c) where required, the Dean of the Faculty has certified that the candidate has satisfactorily attended the required course or courses concerned.

### **Withdrawal from examination**

32. (1) A candidate who intends to withdraw from the examination of any course that he has registered for in a semester shall submit a written notice giving reasons for the withdrawal to the Dean of the Faculty at least two weeks before the commencement of the examination period scheduled for that semester.

(2) No candidate is permitted to withdraw from the examination of a course when the examination period that has been scheduled for the semester concerned has commenced unless otherwise permitted by the Dean of the Faculty on the basis of extraordinary reasons that are supported by documentary evidence.

(3) No candidate may withdraw from an examination of a thesis where the thesis has already been submitted for examination.

(4) Where a candidate has withdrawn from the examination for all the courses for which he has registered in a semester, that semester shall be counted as part of the maximum period of his candidature. The Senate may on the recommendation of the Faculty approve, on the basis of extraordinary reasons submitted by the candidate that the semester concerned shall not counted as part of the maximum period of the candidature of the candidate.

### **Absence from examination**

33. (1) A candidate who has registered and attended a course shall take the examination for that course if he has not withdrawn or been barred from the examination concerned.

(2) A candidate who did not take the whole or part of the examination for the course shall notify the Dean of the Faculty in writing giving reasons for his absence. The letter must be forwarded within seven days from the date of the examination for the course concerned and must be accompanied by—

- (a) a medical report from a registered medical officer where the absence from an examination is due to medical reasons; or
- (b) a report from the district officer or government officer concerned where the reasons for the absence from an examination is due to compassionate reasons.

(3) The letter from the candidate together with the reports as mentioned in subregulation (2) above shall be tabled at the meeting of the Committee of Examiners and the Committee of Examiners shall recommend whether the candidate should be given Grade I or Grade F or a special examination for the course concerned.

(4) The Committee of Examiners cannot under any circumstance consider any request from a candidate who has not sat for the examination of a course after the Committee of Examiners has met to determine the results for that course.

(5) A candidate who falls ill at the time he is sitting the examination for a course must report to the chief invigilator or any invigilator who shall then arrange for the candidate to be examined immediately by the University Student Health Doctor. The Doctor's report and the report of the chief invigilator or the invigilator regarding the incident shall be forwarded as soon as possible to the Dean of the Faculty but not later than seven days from the date of the examination for the course concerned.

(6) A candidate who did not take the whole or the part of an examination for a course for which he is registered without reasons acceptable to the Committee of Examiners shall be given a zero mark for the whole or the part of the course.

(7) Where the candidate is required by the examiner or the Dean of the Faculty to submit an assignment or any written work for a course within a prescribed period and where the candidate fails to do so, he shall be deemed to have failed the assignment or written work unless the examiner or the Dean of the Faculty has granted an extension of the period for the submission of the assignment or written work.



## Conduct of examination

34. (1) No candidate may be permitted to present himself for an examination for a course later than thirty minutes after the start of the examination for that course. In special circumstances, the chief invigilator may permit a candidate who arrives later than thirty minutes to sit for the examination for the course if the chief invigilator is satisfied with the reason and evidence provided by the candidate. The reason provided by the candidate shall be recorded by the chief invigilator in his examination report and shall be presented together with the evidence provided by the candidate at the meeting of the Committee of Examiners.

(2) A candidate who is late in presenting himself for the examination of a course and who is permitted to sit for the examination under subregulation (1) shall not be given any extra time for the examination.

(3) No candidate is permitted to leave the examination room until thirty minutes after the commencement of an examination or fifteen minutes before the end of an examination.

(4) A candidate who is permitted by the chief invigilator or invigilator to leave the examination room for a specific reason must be observed from the time he leaves the examination room until he re-enters the examination room.

(5) No candidate shall—

(a) take any book, paper, document, picture or other things, except those authorized by the examiner, into or out of an examination room, or receive any book, paper, document, picture or other things from any other person while in the examination room except that a candidate may, while he is in the examination room, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or Committee of Examiners, and authorized by the Vice-Chancellor;

(b) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or any other part of his anatomy, or on his apparel or clothing;

(c) communicate with any other candidate during an examination by whatever means; or

(d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted.

(6) No person is permitted to smoke in any examination room during an examination.

(7) The chief invigilators and the invigilators shall be appointed from full-time teachers in the number and for the period of the examination as required by the Vice-Chancellor or by an officer authorized by the Vice-Chancellor. A full-time teacher who is appointed as chief invigilator or invigilator shall carry out the invigilation duties as prescribed:

- (a) A chief invigilator or invigilator shall report to the Vice-Chancellor if in the opinion of the chief invigilator or the invigilator, a situation has arisen during an examination for a course that—
  - (i) requires the cancellation or postponement of the examination;
  - (ii) has caused the examination to be conducted in an improper manner; or
  - (iii) has caused the examination to be unfair to any candidate.
- (b) Where an incident such as mentioned in subparagraph (i) has been reported to the Vice-Chancellor, the Vice-Chancellor can take any action deemed appropriate including directing that a new examination be held for the course concerned and where necessary, report his decision to the Senate.

(8) Where the Vice-Chancellor has reason to believe that the contents of any examination paper or any information relating thereto or work done in relation to an examination may have become known before the date and time of the examination to any person other than the examiners or the Committee of Examiners or any person given authority by the Registrar, he can direct a suspension or cancellation of the examination paper or examination and replace it with a new examination paper or examination.

(9) A candidate who is found to have plagiarized his assignments or any written work that is part of the assessment for a course may be subject to disciplinary action under the University of Malaya (Discipline of Students) Rules 1999.

### **Examination results**

35. (1) The report of the Committee of Examiners for any final examination that qualifies the candidate concerned to the award of a Degree shall be tabled before the Senate for its approval.

(2) The registration number and identity of the candidate concerned for any course shall not be revealed to the examiner except in a meeting of the Committee of Examiners that is held to determine the results of the examination of the candidate concerned.

(3) The examination marks that are given to the candidate for any course, procedure and conduct of the meeting and report of the Committee of Examiners shall be confidential and not revealed to anyone who is not a member of the Committee of Examiners or the Senate.

(4) Notwithstanding anything that is stated in subregulation (2), the examiner of a course may inform the candidate concerned of the grade for an individual course before the meeting of the Committee of Examiners on condition the grade that is revealed is subject to the confirmation of the Committee of Examiners and the approval of the Senate. The examination results may be made known to the candidate after the meeting of the Committee of Examiners on condition that any results that are announced are subject to the approval of the Senate.

## PART IX GRADUATION

### **Programme of study by Research**

36. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Research:

- (a) Achieve a pass in the examination of his thesis;
- (b) Pass the viva voce;
- (c) Fulfil any other requirements set by the Faculty where the candidate is attending his programme of study; and
- (d) Fulfil the language requirements as may be prescribed.

### **Programme of study by Coursework and Research**

37. A candidate shall fulfil the following requirements for the purpose of graduation for a programme of study by Coursework and Research:

- (a) Fulfil the requirements of the coursework component, that is—
  - (i) achieve a final CGPA 3.0 and above;
  - (ii) complete the number of credit hours as may be prescribed for his programme of study. From the total number of credit hours that is required for graduation, at least two thirds of the total number of credit hours that has been obtained must be from courses conducted by the University; and

- (iii) fulfil requirements, if any, of the Faculty with which he is registered for his programme of study; and
- (b) Fulfil the requirements of the research component, that is,—
  - (i) achieve a Pass in the examination of his thesis;
  - (ii) pass the viva voce as may be held; and
  - (iii) fulfil other requirements, if any, as may be determined by the Faculty with which he is registered for his programme of study; and
- (c) Fulfil the language requirements as may be determined for his programme of study.

### **Award of distinction for thesis**

38. A thesis qualifies to be awarded a distinction if—

- (a) a distinction is recommended in the reports of all the examiners;
- (b) it is recommended by the Committee of Examiners; and
- (c) it is completed and submitted by the candidate for examination not more than six semesters with respect to the Degree programme of study by Research and eight semesters with respect to the Degree programme of study by Coursework and Research from the date of the initial registration of the candidate concerned.

## PART X APPEAL

### **Appeal for review of examination results of course**

39. (1) A candidate who is not satisfied with his examination results can appeal for a review of his results. The appeal must be made within two weeks from the official date of announcement of his examination results. For the purpose of this paragraph, the “official date of announcement” shall be the date recorded in the examination result slip that is sent to the candidate.

(2) A payment at the prescribed rate shall be imposed for the processing of an appeal for the review of examination results. The payment shall not be refunded, regardless of the outcome of the appeal.

(3) The appeal should be made on a prescribed form that can be obtained from the Institute of Postgraduate Studies or such centre as may be determined by the University or from the Faculty concerned. The completed form together with a copy of the receipt of the payment for the appeal must be forwarded to the Dean of the Faculty.

(4) The form for an appeal shall not be accepted if it is:

- (a) submitted after the period mentioned in subregulation (1);
- (b) incomplete; or
- (c) submitted without the payment receipt.

### **Appeal to continue with studies**

40. (1) A candidate whose candidature has lapsed due to failure on his part to renew his candidature may submit an appeal to continue with his studies. The appeal shall be made in a prescribed form that can be obtained from the Institute of Postgraduate Studies or such centre as may be determined by the University or Faculty.

(2) The approval to activate any candidature may be given only if not more than two semesters have elapsed at any one time, subject to there being a balance of the period of candidature. The candidate whose appeal has been approved must pay a fine according to a rate as may be determined by the University.

(3) A candidate whose maximum period of candidature is nearing its end but who still needs time to complete his thesis may submit an appeal for an extension of his maximum period of candidature. The said appeal must be made during the last semester before his candidature lapses and must be made using the prescribed form which can be obtained from the Institute of Postgraduate Studies or any centre as may be determined by the University or Faculty.

(4) An extension of the maximum period of candidature may be granted for only one semester at any time. Notwithstanding the provisions of this subregulation, the extension of the maximum period that can be approved for any candidate shall not be more than two semesters.

(5) A candidate who has failed the examination of his thesis and is not satisfied with the said result may submit an appeal in writing to the Deputy Vice-Chancellor concerned within six months from the date of the letter of notification of his examination results.

(6) The appeal of the candidate shall be considered by the Deputy Vice-Chancellor concerned together with the Dean of the Institute of Postgraduate Studies or any officer as may be determined by the University. Where the appeal does not merit consideration, the candidate shall be informed that his appeal has been rejected. Where the appeal merits consideration, the

Deputy Vice-Chancellor shall submit the appeal to the Senate for consideration whether—

- (a) to affirm the decision of the Committee of Examiners;
- (b) to appoint an additional examiner to examine the candidate's thesis; or
- (c) appoint a new Committee of Examiners to consider the results of the candidate and submit a recommendation to the Senate.

(7) A candidate for the Degree programme of study by Coursework and Research who has failed the coursework component and is not satisfied with the said results may submit an appeal in writing to the Dean of the Faculty within one month from the date of the announcement of the official results of the examinations. For the purpose of this paragraph, the "date of the official announcement" shall be the date that is stated on the examination results slip that is sent to the candidate.

(8) The Dean of the Faculty on the recommendation of the Faculty shall submit the candidate's appeal to the Senate for approval.

## PART XI READMISSION TO THE DEGREE PROGRAMME OF STUDY

### **Readmission to the Degree programme of study**

41. (1) A candidate who has withdrawn from a Degree programme of study may apply for admission to a Degree programme of study or any other higher degree programmes of the University.

(2) A candidate whose candidature has lapsed by reason of failure on his part to renew his candidature or the expiry of his maximum period of candidature may apply to readmit to the Degree programme of study subject to the condition that he attends a course of study in a different field and is supervised by a different supervisor.

(3) A candidate whose candidature is terminated because he has failed in his examination or on grounds other than failing in his examination shall not be readmitted into the Degree programme of study or any other higher degree programmes of study of the University.

## PART XII GENERAL

### **Power of the Senate**

42. The Senate has the power to make, repeal or amend any regulations governing the Degree programme of study as provided under these Regulations. Any new regulations repeal or amendment to the said regulations shall be made known to the candidates before the commencement of the candidate's academic session.

### **Auditing courses**

43. (1) A candidate may register to audit any course after obtaining the approval of the lecturer in charge of the said course and the Dean of the Faculty concerned.

(2) The Dean of the Faculty where the candidate is auditing the course shall certify that the candidate has fulfilled the minimum 80% attendance to qualify the candidate for a Grade R for the course for which he is auditing and which shall be noted as such in the transcript.

(3) An auditing candidate is not required to sit for the examination for the course concerned. Where the candidate has sat for the examination, after approval from the Dean of the Faculty concerned, the actual grade shall be noted and if the candidate fails, the Grade R will be noted on the transcript. Any grade that is noted shall not be taken into account in the calculation of the GPA/CGPA.

(4) In certain circumstances and subject to the provisions of the Degree programme of study concerned, the course audited can be regarded as fulfilling a pre-requisite of the course or a pre-requisite of the Degree programme of study.

### **Non-graduating students**

44. The Dean of the Faculty has the power to admit any student as a non-graduating student subject to the following conditions:

- (a) Not more than one calendar year if he is conducting research or not more than one academic session if he is attending a course; and
- (b) The total number of courses that can be taken by an observer student is not more than two-thirds of the total maximum credit hours stipulated for a candidate of a Degree programme of study in any one semester.

Made this ..... by the Senate of the University of Malaya

**UNIVERSITY OF MALAYA (DEGREE OF DOCTOR OF PHILOSOPHY)  
REGULATIONS 2007**

**SCHEDULE I  
(Subregulation 4(1) )**

## **Structure of the Programme of Study of the Degree of Doctor of Philosophy by Coursework and Research**

### **FACULTY OF EDUCATION**

(1) The Degree of Doctor of Philosophy programme by Coursework and Research with a total of 84 credit hours comprises the two following parts:

- (a) Part 1 which consists of courses with a total of 21 credit hours includes—
  - (i) Two Compulsory Faculty Courses of three credit hours each;
  - (ii) One Elective Faculty Course of three credit hours;
  - (iii) Two Compulsory Professional Courses of three credit hours each; and
  - (iv) Two Professional Specialization Courses of three credit hours each; and
- (b) Part 2 which consists of research that leads to a thesis of 63 credit hours.

(2) A candidate must complete Part 1 before he is allowed to proceed to Part 2.



**UNIVERSITY OF MALAYA (DEGREE OF DOCTOR OF PHILOSOPHY)  
REGULATIONS 2007**

**SCHEDULE II  
( Regulation 4 (2) )**

**List of Courses**

**FACULTY OF EDUCATION**

**Faculty Compulsory Core Courses**

Course Code	Course Title	Credit Hour
PXHD 7101	Quantitative Research in Education	3
PXHD 7102	Qualitative Research in Education	3

**Faculty Compulsory Elective Courses**

Course Code	Course Title	Credit Hour
PXHD 7103	Quantitative Data Analysis in Education	3
PHXD 7104	Qualitative Data Analysis in Education	3

**Professional Area Core Courses**

Course Code	Course Title	Credit Hour
<b>(1) Area : Educational Management and Policy</b>		
PDHD 7101	Philosophy of Management and Organization	3
PDHD 7102	Educational Planning and Policy	3
<b>(2) Area : Curriculum and Instruction</b>		
PJHD 7101	Theory of Curriculum and Instruction Planning	3
PJHD 7102	Technology, Pedagogy and Curriculum	3
<b>(3) Area : Counseling</b>		
PPHD 7101	Psychological Assessment, Diagnosis and Psychopathology in Counseling Psychology	3
PPHD 7102	Advanced Counseling Theories and Practices	3

### Professional Specialization Courses

Course Code	Course Title	Credit Hour
<b>(1) Area : Educational Management and Policy</b>		
PDHD 7301	Comparative Studies in Educational Management	3
PDHD 7302	Innovation and Reformation in Education	3
PDHD 7303	Organizational Development in Education	3
PDHD 7304	Ethics in educational Management	3
PDHD 7305	Governance and Management of Higher Education	3
PDHD 7306	Comparative Analysis in School Finance	3
PDHD 7307	Comparative Analysis in Educational Law	3
PDHD 7308	Fieldwork Research in Educational Management	3
PDHD 7309	Educational Organization	3
PDHD 7310	Educational Leadership	3
PDHD 7311	Political Economy of Education	3
PDHD 7312	Conflict Resolution in Educational Management	3
PDHD 7330	Doctoral Independent Study in Educational Management and Policy	3
<b>(2) Area : Curriculum and Instruction</b>		
PJHD 7301	Doctoral Seminar I : Current Research in Curriculum and Instruction	3
PJHD 7302	Doctoral Seminar II : Topical Doctoral Seminar in Curriculum and Instruction	3
PJHD 7303	Curriculum Implementation and Evaluation	3
PJHD 7304	Effective Teaching Models	3
PJHD 7305	Learning and Cognition	3
PJHD 7306	Assessment of Learning	3
PJHD 7330	Doctoral Independent Study in Curriculum and Instruction	3

<b>(3) Area : Counseling</b>		
PPHD 7301	Rehabilitation Counseling of Substance Abuse and Addiction	3
PPHD 7302	Psychoeducational Consultation	3
PPHD 7303	Marriage and Family Therapy	3
PPHD 7304	Supervision in Counseling and Psychotherapy	3
PPHD 7305	Psychopathology-Classification and Treatment	3
PPHD 7306	Human Development and Psychosocial Intervention	3
PPHD 7307	Advanced Practicum in Counseling and Psychotherapy	3
PPHD 7308	(Seminar in Career Development : Theory and Research	3
PPHD 7309	Professional Standards and Ethics of Counseling	3
PPHD 7330	Doctoral Independent Study in Counseling	3