

# POSTGRADUATE STUDENT HANDBOOK

## Table of Content

TOPIC 1	Glossary
TOPIC 2	Academic Rules and Regulations
TOPIC 3	Examination
TOPIC 4	Assessment
TOPIC 5	Advisor and Supervisor
TOPIC 6	Graduation
TOPIC 7	Code of Ethics
TOPIC 8	Plagiarism

***Please refer to the OUM portal for the Programme Structure and to the myVLE for the Financial Policy.***

## TOPIC 1: GLOSSARY

### Definitions and Interpretations

Terms	Meaning
<b>Academic Staff Member</b>	A full-time academic staff employed by Open University Malaysia on a permanent or contract basis.
<b>Academic Transcript</b>	An official statement of the learner's academic record.
<b>Admission</b>	The result of an offer of a place in a programme by an applicant and payment of the prescribed fee.
<b>Admission Requirements</b>	The minimum academic qualification required for admission to a particular programme of study in Open University Malaysia.
<b>Advisor</b>	A person appointed to guide and counsel learners on the planning of courses and research undertaken for a Master's or Doctoral Degree (Structure I) Programme before appointment of a Supervisor.
<b>Appeal</b>	the formal process where a learner seeks a review of the decision related to an examination result or grade.
<b>Audit Course</b>	a course in which the Cumulative Grade Point Average is not computed. To qualify for this grade, learners must undertake all the prescribed coursework including assignments and examinations.
<b>Bachelor Degree</b>	a first or undergraduate degree, normally requiring at least three (3) to four (4) years of full-time study.
<b>Bachelor Degree with Honours</b>	a more specialised degree than an ordinary Bachelor Degree, usually involving more papers in the subject of the degree or additional years of
<b>Centre</b>	Centre for Graduate Studies established by Open University Malaysia.
<b>CGPA</b>	Cumulative Grade Point Average; the average points obtained cumulatively for all the semesters completed by the learner.
<b>Core Course</b>	courses that impart the necessary knowledge and skills leading to the academic award. These courses are compulsory and must be successfully completed with a minimum Satisfactory grade. Unless exemption is granted, learners who do not fulfil this requirement will not be allowed to progress to the next stage of the programme.
<b>Continuing Learner</b>	a learner who continues to enrol in subsequent semesters to complete the programme of study.
<b>Coursework</b>	the prescribed academic work in the form of seminar papers, assignments, project papers, case studies, etc. which are required of a
<b>Deferment of Admission</b>	to delay or postpone entry to Open University Malaysia.
<b>Director</b>	a member of the academic staff who heads the Centre for Graduate
<b>Dissertation</b>	an academic document submitted by a learner in partial fulfilment of the requirement for a Master (Option I) or Doctoral Degree programme as prescribed in Structure II.
<b>Doctoral Degree</b>	a Doctor of Philosophy degree.
<b>Elective course (s)</b>	courses which allow learner (s) to choose from a list of prescribed
<b>Enrichment course (s)</b>	Additional courses recommended by the Adviser
<b>Examination</b>	any form of evaluation to assess a learner's academic performance.
<b>Examination Committee</b>	the Examination Committee established pursuant to Rule 10.6(i).

<b>Examiner</b>	the internal and/or external examiner appointed by the Senate under Rule 10.4.
<b>External Examiner</b>	a person from outside Open University Malaysia approved by the Senate to examine the performance of a learner who is pursuing a Master (Structure I or Option 1, Structure II) or Doctoral degree
<b>Facilitator</b>	a lecturer who facilitates learning and conducts a face-to-face seminar session.
<b>Faculty</b>	An academic organisational unit consisting of academic and administrative staff established by Open University Malaysia.
<b>Pre-requisite Course</b>	Course( which needs to be taken in sequence and/or before progressing to the next stage.
<b>Postgraduate Programme</b>	A Master or Doctoral Degree Programme.
<b>Graduation</b>	A graduation ceremony where awards are conferred by Open University Malaysia to its graduating learners
<b>GPA</b>	Grade Point Average; the average grade points obtained for a semester.
<b>IELTS</b>	International English Language Testing System.
<b>Internal Examiner</b>	An academic staff member of Open University Malaysia approved by the Senate to examine the academic performance of learners.
<b>International Applicant</b>	An applicant who is not a Malaysian citizen or a person granted permanent residence status in Malaysia.
<b>Learner</b>	A person who has registered for a postgraduate programme of study in Open University Malaysia.
<b>Letter of Offer</b>	A formal document offering an applicant a place in a programme, outlining conditions and requirements.
<b>Open Entry Admission</b>	A non-restrictive entry requirement applicable to adults who possess learning experiences which can be assessed and matched against the entry requirement into Open University Malaysia degree programmes.
<b>Online Application</b>	An application for admission that is submitted through the internet at <a href="http://www.oum.edu.my">http://www.oum.edu.my</a> .
<b>Plagiarism</b>	The act of presenting the words, ideas, images or the creative expressions of others without clearly acknowledging the source(s) of that
<b>Postgraduate Studies Committee</b>	a committee set up by Open University Malaysia to look into all administrative and academic issues pertaining to postgraduate studies.
<b>Programme</b>	A field of studies based on prescribed courses leading to an academic award at Open University Malaysia.
<b>Programme Coordinator</b>	A member of the academic staff of a Faculty who is responsible for overseeing academic and administrative matters pertaining to relevant postgraduate programmes
<b>Progress Report</b>	A report submitted by the Supervisor or members of the Supervisory Committee outlining the progress of the learner's master's project, thesis or dissertation.
<b>Master's Project</b>	an academic document submitted by the learner as a partial fulfilment for an award of a Master Degree by Coursework [ Structure II (Option II) or Structure III].
<b>Provisional Admission</b>	A conditional admission to the postgraduate programme subject to fulfilling the entry requirements of Open University Malaysia.

<b>Qualifying Examination</b>	A research proposal defense conducted by the University to evaluate the academic progress of a learner for continuation into the postgraduate programme. It shall consist of written and/ or oral examination.
<b>Regional/Local Learning Centre</b>	A learning centre established by Open University Malaysia.
<b>Semester</b>	A period of academic study practised by Open University Malaysia. Standard semesters in the academic calendar year are January, May and September
<b>Seminar</b>	A small discussion group of learners led by a facilitator.
<b>Senate</b>	The governing or advisory council of Open University Malaysia
<b>Supervisor</b>	A member of academic staff from Open University Malaysia or an academic from other recognised institution of higher learning/organisation, who is responsible for the supervision of a learner's research.
<b>Supervisory Committee</b>	The Supervisory Committee appointed in accordance with the provisions of Rule 7.1(ii).
<b>Thesis</b>	An academic document submitted by the learner in fulfilment of the requirement for a Master or Doctoral Degree by Research (Structure I).
<b>TOEFL</b>	Test of English as a Foreign Language.
<b>Transcript</b>	A copy of a learner's academic record showing examination results for each course.
<b>University</b>	Open University Malaysia.
<b>Viva Voce</b>	An oral examination taken at the end of a Master or Doctoral Degree Programme [Structure I and Structure II]. It is used to test the ability of the learner to present orally his/her knowledge of the subject-matter being examined in the dissertation or thesis examination.
<b>Withdrawal</b>	The formal termination of enrolment in an academic programme at Open University Malaysia.

## TOPIC 2: ACADEMIC RULES AND REGULATIONS

### Section 1 – Admission Requirements

#### 1.1 Entry Requirements for Master Degree Programme

- (i) Bachelor Degree with Honours from Open University Malaysia or any other higher learning institution recognised by the University Senate; or
- (ii) Bachelor Degree from any higher learning institution recognised by the University Senate with at least two (2) years' working experience in the relevant field; or
- (iii) Any other equivalent qualification approved by the University Senate.
- (iv) Provisional admission: A learner in the final semester of an undergraduate study may apply for a Master degree programme provided his/her current CGPA meets the programme requirements.
- (v) Flexible entry admission: An applicant who does not have the minimum entry requirements for the Master degree programme may apply for flexible entry admission provided he/she is at least 35 years' old and possess a *Sijil Tinggi Persekolahan Malaysia* or any other equivalent qualification with relevant working experience.

#### 1.2 Entry Requirements for Doctoral Degree Programme

- (i) Master Degree from Open University Malaysia or other higher learning institution recognised by the University Senate; or
- (ii) Any other equivalent qualification and experience approved by the University Senate.
- (iii) Provisional admission: A learner who has submitted his/her Master's thesis/dissertation for examination may apply for a Doctoral Degree programme.

#### 1.3 Language Requirements

- (i) A Malaysian applicant must be sufficiently competent in English.
- (ii) International applicants from countries where English is not a medium of instruction must have obtained a minimum score for TOEFL, IELTS or other equivalent test.

#### 1.4 Application

- (i) Application can be made using a prescribed application form obtainable from the Centre or any of the Regional/Local Learning Centre within Malaysia. Alternatively, the application form may also be downloaded from the University website at <http://www.oum.edu.my>. The completed form and all necessary supporting documents must be submitted together with an application fee to the Admission & Academic Unit.
- (ii) Application may also be done online at <http://www.oum.edu.my>. Upon successful submission of the online application, the applicant must send the necessary supporting documents and application fee by mail or courier to the Admission & Academic Unit.
- (iii) Applicants for Master and Doctoral Degree programmes by research need to submit a tentative research topic and a brief (3 to 5 pages) synopsis of the research intent together with the application form.
- (iv) An application that is incomplete or does not fulfil the entry requirement will not be considered.
- (v) Application can be submitted any time throughout the year, but must reach the Admission & Academic Unit within the stipulated deadline of a particular semester intake.

#### Note:

These rules should be read in conjunction with other application documents which contain more detailed procedures.

### **1.5 Provisional Admission**

- (i) An applicant who has been given a provisional offer of admission made under Rule 1.1(iv) or Rule 1.2 (iii) will be granted full admission upon submission of satisfactory evidence required by the Centre before the stipulated date.
- (ii) The provisional offer will be withdrawn if the applicant fails to submit the required evidence by the prescribed date.

### **1.6 Transfer Learner**

An applicant who has been enrolled in a Master or Doctoral Degree programme in other universities or institutions may apply for transfer to an equivalent postgraduate programme at the University.

### **1.7 Deferment of Admission**

- (i) An applicant who has been accepted into a programme of study but has not registered may opt to defer his/her admission.
- (ii) Application for deferment should be sent to the Director not later than two (2) weeks after the commencement of the new semester. Once approved, the applicant will be notified of the new date for admission.
- (iii) An applicant is not allowed to defer admission for more than three (3) consecutive semesters or one (1) academic year.
- (iv) After this period, the applicant must submit a new application for admission.

### **1.7 Concurrent Registration**

An applicant who has been accepted into a programme of study and has registered may not be permitted to concurrently register for another academic award either in OUM or with other institutions of higher learning without the prior approval of the Registrar.

## **Section 2 – The Postgraduate Programmes**

### **2.1 Postgraduate Programmes**

The postgraduate programmes offered by the University are categorised into three (3) structures as follows:

- (i) Structure I – Degree by Research
- (ii) Structure II – Degree by Coursework and Research
- (iii) Structure III – Degree by Coursework

### **2.2 Structure I – Degree by Research**

Learners pursuing a degree under this structure are required to take a sustained and in-depth study of a particular research topic, which they will then write in the form of thesis.

- (i) Upon admission, learners will be assigned an advisor whose role is to guide and counsel the learner prior to the appointment of a supervisor.
- (ii) In the first semester of the programme, a learner is required to enrol in core courses and enrichment courses (if necessary).
- (iii) A learner who successfully completes the required course(s) may begin work on his/her research proposal. A supervisor will be appointed to guide the learner in proposal writing. The proposal must be submitted within one academic year.

- (iv) Once the research proposal has been submitted, Faculty will convene a Proposal Defence.
- (v) Upon acceptance of the research proposal, the learner may proceed to conduct his/her research.
- (vi) A learner is required to submit the completed thesis/dissertation for examination followed by an oral defence or viva voce.

### **2.3 Structure II – Degree by Coursework and Research**

- (i) A learner must fulfil the required number of credit hours and sit for written examinations for the courses registered at the end of each semester. Assessment will be based on assignments and/or presentations and/or examinations.

A learner who successfully completes the required course(s) may begin work on his/her research proposal. A supervisor will be appointed to guide the learner in proposal writing. The proposal must be submitted within one academic year.

- (ii) Once the research proposal has been submitted, Faculty will convene a Proposal Defence.
- (iii) Upon acceptance of the research proposal, the learner may proceed to conduct his/her research.
- (iv) A learner is required to submit the completed dissertation for examination followed by an oral defence or viva voce.

### **2.4 Structure III – Degree by Coursework**

Learners must fulfil the required number of credit hours and sit for written examinations for the courses registered at the end of each semester. Assessment will be based on assignments and/or presentations and/or examinations. Following the successful completion of the relevant coursework component, the learner will begin work on his/her Master's Project.

### **2.5 Duration of Study**

- (i) **Master Degree Programme**  
A Master Degree programme can be completed within a minimum period of two (2) years and a maximum period of four (4) or six (6) years.
- (ii) **Doctoral Degree Programme**  
A Doctoral Degree programme can be completed within a minimum period of four (4) years and a maximum period of eight (8) years.
- (iii) **Extension**  
A learner who is unable to complete his/her studies within the stipulated maximum period may apply for an extension of not more than three (3) semesters or one (1) academic year through a written application to the Director for approval. The application must be made three (3) months before the end of the duration of study.

Failure to complete a programme within the stipulated duration may result in the termination of candidature.

## **Section 3 – Registration**

### **3.1 New Learners**

- (i) A new learner is required to register for a programme of study on the Registration Day stated in the letter of offer.
- (ii) Late registration is allowed up to a maximum of two (2) weeks from the stipulated registration date, subject to approval by the Registrar. A learner who fails to register within the stipulated time frame will be advised to apply for deferment of admission.

### **3.2 Registration for Senior Students**

- (i) Under the academic system of OUM, all learners must register every semester. This activity requires a learner to select courses of study for the following semester, collect modules/text books/study guides, and pay all fees due for that semester.
- (ii) Registration is conducted online before the commencement of the new semester. A learner is advised to refer to the announcement in myVLE for the exact registration date and location.
- (iii) Late registration is allowed up to a maximum of two (2) weeks from the stipulated registration date after which a late registration fee of RM100.00 per semester will be imposed. A continuing learner who fails to register within the stipulated time will be advised to apply for deferment of semester.
- (iv) A learner must maintain continuous registration every semester throughout the period of study. A letter of reminder will be issued to a learner who fails to register in three (3) consecutive semesters or one (1) academic year after which his/her studies may be terminated.

## **Section 4 – Add, Drop, Credit Transfer, Change of Programme, Conversion, Reversal, Deferment and Withdrawal**

### **4.1 Add and/or Drop of Course**

Learners may apply to add and/or drop a course(s) using the Add & Drop Form (CGS04) based on the following rules and regulations:

- (i) Learners pursuing programmes under Structure II and III:
  - (a) Shall be allowed to add any course up to the third week of the semester.
  - (b) Shall be allowed to drop any course up to the fifth week of the semester
- (ii) Learners pursuing programmes under Structure I:
  - (a) Shall be allowed to add any course up to the third week of the semester.
  - (b) Shall be allowed to drop any course up to the eighth week of the semester.
- (iii) Learners are not allowed to drop any course after the stipulated time except for medical reasons or other exceptional circumstances (should be supported with appropriate evidence besides recommendation from the Supervisor and approval by the Director).

Courses dropped after the stipulated time provided under Rule 4.1 (i) (b) and Rule 4.2 (ii) (b) shall be recorded as “W” grade and will not be entitled for a full refund.

### **4.2 Credit Transfer**

- (i) Learners may apply for Credit Transfer of postgraduate level courses successfully completed at another recognised university or institution into the postgraduate programme at the University, provided that:
  - (a) The courses are relevant to his/her programme of study;
  - (b) The credits to be exempted shall be for courses that are equivalent to those courses offered at the University and shall be of a minimum of grade B (65 marks and above);
  - (c) The courses applied must be taken not less than five (5) years prior to the application; and
  - (d) The number of credit-hours approved for the transfer of credits must not exceed one-third (1/3) or 33% of the total credit hours for a particular programme.
- (ii) Learners may apply for credit transfer using the Credit Transfer Form (CGS03) in the first semester.

### **4.3 Change of Programme**

Learners may apply to change programme using the Change Programme Form (CGS07).



#### 4.4 Conversion from Master to Doctoral Degree Programmes

A Master Degree learner under Structure I and II may apply for conversion from Master to a Doctoral Degree programme. The application must be made with the recommendation of the Supervisor/Supervisory Committee of the learner. The Supervisor/Supervisory Committee shall make a recommendation to the Director, who will then forward the application to the Postgraduate Studies Committee for approval.

The following regulations are to be adhered to:

- (i) Learners:
  - (a) Must have completed at least three (3) semesters or one (1) academic year of the Master programme and the application is made by the tenth week of the following semester and if approved, the conversion will be effected the following semester;
  - (b) Must complete all required courses and obtain a minimum CGPA of 3.00; (c) Must have shown outstanding research work that merits the transfer; and
  - (d) Must submit the intended research proposal (must be a continuation or an expansion of the Master research project).
- (ii) Supervisor/Supervisory Committee must submit a comprehensive report to the Director highlighting the merits and achievements that will support or justify the conversion. The Supervisor/Supervisory Committee shall verify that the learner:
  - (a) Has the ability to integrate knowledge of research and/or theories pertaining to issues that are fundamental to the field of study;
  - (b) Demonstrates critical, analytical and independent thinking skills; and;
  - (c) Has a good understanding of relevant research methodology.

#### 4.5 Reversal from Doctoral to Master Degree Programme

A Doctoral Degree learner under Structure I and II may apply for a reversal from Doctoral to Master Degree programme. The application must be made with the recommendation of the Supervisor/Supervisory Committee of the learner. The Supervisor/Supervisory Committee shall make a recommendation to the Director. The following regulations are to be adhered to:

- (i) Learners:
  - (a) Must have completed at least one (1) semester of the doctoral programme; and
  - (b) Application is made one (1) semester before the examination of the thesis/dissertation.

If approved, the reversal will be effected in the following semester.
- (ii) Supervisor/Supervisory Committee may recommend a reversal if the Supervisor/Supervisory Committee is satisfied that the learner:
  - (a) Is unable to complete the doctoral studies; or
  - (b) Has failed the doctoral Qualifying Examination.

#### 4.6 Deferment of Semester

- (i) A registered learner may apply for deferment throughout the semester. An application made after the said period will only be considered based on medical grounds or other specific reason which is supported with appropriate documents.
- (ii) Learners may apply to defer using the Deferment of Semester Form (CGS06) for approval.

- (iii) There is no limit to the request for deferment, provided it does not occur in three (3) consecutive semesters or one (1) academic year, except for medical reasons.
- (iv) Learners who are required to submit a thesis for re-examination will not be allowed to defer his/her study, except for medical reasons.
- (v) Learners who have been granted a deferment of semester will not be qualified to use any of the facilities provided by the University.

#### **4.7 Withdrawal from Programme**

A learner who wishes to withdraw from a postgraduate programme can apply by using the Withdrawal Programme Form (CGS09). A learner who has withdrawn may apply for re-admission to the postgraduate programme by submitting a new application.

### **TOPIC 3: EXAMINATION**

#### **INSTRUCTIONS TO EXAMINATION CANDIDATES**

Learners who are candidates for an OUM examination should comply with the instructions to candidates as follows:

1. Candidates should check the examination schedule and examination venue before the date of the examination.
2. Candidates should bring along their identity card, matriculation card and the Examination Entry Authorisation Slip to the examination room/hall. Learners without these documents shall not be permitted to take the examination except with the permission of the Chief Invigilator.
3. Candidates should be present outside the examination hall/room not later than 30 minutes before the commencement of an examination.
4. When instructed to enter the examination room/hall by the Chief Invigilator, candidates should do so in an orderly manner using the doors that have been designated by the Chief Invigilator.
5. Candidates should be punctual for an examination.
6. Candidates who arrive late but within the first thirty (30) minutes after the examination has commenced, will be allowed into the examination hall/room to take the examination. However, no extra time will be given.
7. Candidates who arrive more than thirty (30) minutes after the examination has commenced, will not be allowed into the examination hall/room to take the examination.
8. Candidates are not permitted to take into the examination hall/room, any book, paper, pencil bag /box, picture, notes, programmable calculator, hand bag, handphone or any other item or equipment except those authorised by the Chief Invigilator.
9. Candidates are not permitted to take food or drinks into the examination hall/room or to drink, eat, or smoke in the examination room/hall.
10. After being permitted to enter the examination room/hall by the Chief Invigilator, candidates should :
  - (a) occupy the seats that have been assigned to them for the duration of the examination;
  - (b) place their identification cards, matriculation cards and Examination Entry Authorisation Slip at the top right hand corner of their table to facilitate checking by the examination invigilators; and
  - (c) observe complete silence and not engage in conversation with other candidates;

11. When candidates are in the examination room/hall and before an examination commences, they are required to:
  - (a) Read carefully and comply with the instructions printed on the front page of the answer booklet;
  - (b) Complete the attendance slip at the bottom end of the front page of the answer booklet with the details required; to separate the attendance slip from the answer booklet and to place them on the top right hand corner of the examination table; and
  - (c) Write the matriculation number, course code and title, the learning centre and other necessary details on the front page of the answer booklet. **Candidates should not write their names on the answer booklet.**
12. After the question papers have been distributed by the examination invigilators, candidates should not open the question papers until instructed to do so by the Chief Invigilator.
13. When instructed by the Chief Invigilator to open the question papers, candidates should check to ensure that the question papers received by them are correct and the pages are complete. Any candidate who has received a wrong or incomplete question paper, should inform the examination invigilator immediately and request for a replacement.
14. Candidates shall be given 10 minutes to read their question paper. Reading time is included in the time allocated for answering the question papers.
15. Candidates should not begin to write their answers until instructed to do so by the Chief Invigilator.
16. Candidates shall not be permitted to leave the examination room/hall during the first 30 minutes after an examination has started and 15 minutes before the end of an examination.

Except that, while the examination is in progress, candidates may, with permission from the invigilators and accompanied by them, be allowed to leave the examination room/hall for the rest room but only for five (5) minutes.
17. While an examination is in progress, candidates:
  - (a) shall not be permitted to communicate with other candidates by any means including use of body language;
  - (b) shall not be permitted to give or receive from another candidate or other parties, any form of assistance concerning the examination; and
  - (c) should comply with the instructions of the Chief Invigilator and examination invigilators.
18. Candidates who fall sick or encounter medical problem(s) and are unable to proceed with the examination should inform the Chief Invigilator immediately.
19. At the end of an examination, candidates should:
  - (a) Stop writing when instructed to do so by the Chief Invigilator;
  - (b) Ensure that all used answer booklets and/or additional answer booklets, graph paper and other papers are carefully tied together before handing over to the invigilators on duty;
  - (c) Not take out from the examination room/hall, any examination booklet, graph paper, objective answer sheet, *either used or unused*, or other documents supplied by the examination invigilators.

Note : Answer booklets containing written answers that are taken out inadvertently by a candidate from the examination room/hall after an examination shall not be accepted for marking;
  - (d) return any examination equipment loaned to them by the invigilators; and
  - (e) remain at their seats until instructed to leave the examination hall/room by the Chief Invigilator.
20. Candidates should leave the examination room/hall in an orderly manner through the designated doors.

## BREACH OF EXAMINATION REGULATIONS

The following acts are deemed as breaches under the Examination Regulations:

- (a) To give or receive or have in their possession any information pertaining to the examination questions for a given subject before or during the examination.
- (b) To refer to or use any kind of document, in or outside the hall, while the examination is in progress other than that authorized by the University for a course or courses.
- (c) To obtain, amend, conceal, damage or destroy any material that is connected with the preparation or conduct of the examination.

## PENALTIES

Candidates in breach of any OUM examination regulation shall be subject to a disciplinary inquiry by the Student Disciplinary Committee. If found guilty of the breach or breaches, candidates shall be imposed any one or a combination of the following penalties:

- (a) Be given a written warning;
- (b) Be imposed a fine not exceeding Ringgit Malaysia 500.00;
- (c) Be given zero marks for the final examination of the course concerned; (d) Be given zero marks for the overall result of the course concerned;
- (e) Cancellation of examination results for the semester concerned and be suspended from their programme of study for such periods as deemed appropriate by the Student Disciplinary Committee; and/or
- (f) Cancellation of the results for the overall examination and be discontinued from their programme of studies.

## TOPIC 4: ASSESSMENT

### 1.0 Grading System

All taught courses including research projects undertaken by a learner shall be evaluated and awarded grades based on the grading system as follows:

Grade	Marks	Grade Point	Meaning	
			Before January 2010	From January 2010 Onwards
A	80-100	4.00	Outstanding	Outstanding
A-	75-79	3.67	Very Good	Very Good
B+	70-74	3.33	Good	Good
B	65-69	3.00	Pass	Pass
B-	60-64	2.67	Marginal Failure ( <i>Subject To</i> <b>CGPA =&gt; 3.00</b> )	<b>Conditional Pass</b> ( <i>Subject To</i> <b>CGPA</b> <b>=&gt; 3.00</b> )
C+	55-59	2.33		
C	50-54	2.00		
C-	45-49	1.67		
D+	40-44	1.33		Fail
D	35-39	1.00		
F	0-34	0.00	Fail	
E	-	-	Excellent	
G	-	-	Good	

S	-	-	Satisfactory
U	-	-	Unsatisfactory
I	-	-	Incomplete
CT	-	-	Credit Transfer
W	-	-	Withdrawal from Course

#### Other Grades :

E/G/S/U – Awarded for Research work and graded either as Excellent “E”, Good “G”, Satisfactory “S” or Unsatisfactory “U”. No grade points are assigned for grades awarded for the research work and the grades are not computed in the grade point average and the cumulative grade point average

**I - Incomplete** - Awarded to a learner who is unable to sit for the final examination or complete the assignment(s) for a course in a semester due to medical or other reasons that are acceptable to the University Examinations Committee. A learner who is awarded the grade **I - Incomplete** shall be required to resit the final examination and/or resubmit the assignment failing which the learner shall be awarded the “F” grade for the course or zero mark for the assignment as the case may be.

**W** - Awarded for courses that are dropped by a learner in accordance with the dates specified under Rules 4.1(i)(b) and 4.1(ii)(b) in Section 4 of Academic Rules and Regulation

AU - Awarded where a learner is required to attend the lectures, seminars and laboratory or practical, sessions and to sit the examinations prescribed for a course. The credit hours is not included in the computation of the grade point average and the cumulative grade point average.

## 2.0 Grade Replacement

Unless specified otherwise, a learner must repeat any course with a Fail grade. The new or better grade shall be used in the computation of the CGPA. However, the original grade recorded in the learner’s academic transcript for the particular semester shall remain.

## 3.0 Recheck of Course Grade

A learner who is not satisfied with the official grade awarded for a course may apply to recheck the grade by submitting an *Appeal of Grade (UP03)* form together with a fee of RM100.00 for each course, not later than two (2) weeks after the official announcement of the examination results. Late applications will not be entertained.

## 4.0 Good Standing

A learner should maintain Good Standing in his/her academic performance during each semester. A learner shall be deemed to be in Good Standing if he/she achieves a CGPA of 3.00 or higher and/or the grades “E”, “G” or “S” for the research work.

## 5.0 Academic Probation

A learner whose CGPA is below 3.00 but not less than 2.50 /or who receives a “U” grade for research work, shall be placed on academic probation. The Academic Probation status shall remain until the learner achieves a CGPA of 3.00 or higher or receives a grade “E”, “G” or “S” for the research work.

## 6.0 Progress Report

A learner pursuing a degree programme under Structure I or II must submit a Progress Report not later than two (2) weeks after the end of the University examination period specified for each semester. Submission must be made to the Director through the Supervisor/Supervisory Committee. Failure to do so shall result in a “U” grade being awarded for the research work or parts thereof.

## 7.0 Termination of Candidature

The candidature of a learner may be terminated due to any one of the following reason

- (i) Learner obtains a CGPA below 2.50 in three (3) consecutive semesters; or
- (ii) Learner fails to attain the required minimum GPA of 3.00 in the semester following the semester for which the learner was placed on probation; or
- (iii) Learner was awarded the grade “U” consecutively for three (3) semesters or one (1) academic year for research work; or
- (iv) Learner fails the Proposal Defence after the third attempt; or
- (v) Learner violates any rule or regulation of the University.

## 8.0 Appeals against Termination of Candidature

A learner whose candidature is terminated may appeal to reinstate his/her candidature. The guidelines for submission of an appeal are as follows:

- (a) The appeal should be submitted on the Appeal Against Termination form and forwarded to the Director, Centre for Graduate Studies within two (2) weeks of receipt of official letter of notification of termination of candidature or official notification of the examination results, but not later than the fourth week of the current semester;
- (b) The appeal fee of RM 50.00 should be enclosed with the application;
- (c) The reasons for an appeal must be clearly stated;
- (d) A supporting letter/document (if applicable) from Facilitator, Supervisor/ Supervisory Committee or Medical Officer should be attached with the Appeal Against Termination form; and
- (e) All outstanding and current fees and other charges due to the University have been paid;

## 9.0 Assessment Format

The assessment components and allocation of marks for the components of the taught courses prescribed for the degree programme shall be as follows:

### FORMAT A (50% Final Examination and 50% Coursework)

Components	Marks Weightage /Description
Final Examination	<b>50 %</b> Duration of Examination : 3 hours 10 minutes Questions are based on application, analysis and synthesis NO objective/Multiple Choice Questions or True-False
Coursework	<b>50%</b> Assignment based

### FORMAT B (40% Final Examination and 60% Coursework)

Components	Marks Weightage /Description
Final Examination	<b>40%</b> Duration of Examination : 3 hours 10 minutes Questions are based on application, analysis and synthesis NO objective/Multiple Choice Questions or True-False
Coursework	<b>60%</b> Assignment based

## FORMAT C (100% Coursework)

Only for coursework as below:

Components	Marks Weightage/Description	
Field Study/Lab-based research/Case studies/Case analyses	Assignment 1 : 50% Assignment 2 : 50%	Participation in Field Study or Lab-based research or Case studies/Case analyses
		Progress Report of Field Study or Lab-based research or Case studies/case analyses

### 10.0 Examination

#### 10.1 Examination for Structure III

A learner who has registered for the courses prescribed for a degree programme under Structure III shall be assessed on the coursework and/or examination. If the assessment includes an examination component, the time and venue of the examination for the courses shall be determined by the Assessment and Examination Unit, OUM. A learner who fails to take the examination for a course without valid reason(s) shall be awarded zero mark for the examination.

#### 10.2 Qualifying Examination for Structure I and II (Option 1)

A learner pursuing a Doctoral or Master degree programme under Structure I and II (Option 1) shall be required to take a Proposal Defence.

A Proposal Defence is designed to evaluate the learner's knowledge in the area of study, his/her ability to integrate knowledge of research and theories pertaining to issues that are fundamental to the field of study and his/her understanding of relevant research methodology and designs.

The Proposal Defence for a Doctoral or Master degree programme under Structure I and II (Option 1) shall consist of a written and/or oral examination. The oral examination is conducted to seek further clarification of any section of the written examination and to explore the learner's knowledge in the area which is not covered in the written examination.

The following rules shall apply to the Proposal Defence:

- (a) A Doctoral degree learner must sit and pass the Proposal Defence after satisfactory completion of all the courses prescribed for Part I of the degree programme and within five (5) semesters from the commencement of the proposal stage (Part II).
- (b) A Master degree learner must sit and pass the Proposal Defence after satisfactory completion of all the courses prescribed for Part I of the degree programme and within three (3) semesters from the commencement of the proposal stage (Part II).
- (c) If a learner is unable to take the Proposal Defence within the time stipulated under rule 10.2 (a) and 10.2 (b), due to medical reasons or other emergencies, he/she should apply for approval of an extension of time to the Dean of Faculty. All relevant supporting documents should be enclosed with the application.
- (d) The Proposal Defence shall consist of written and oral examinations for the programmes under Structure I and Structure II; and a written examination only for the programme under Structure II (Option 1).
- (e) A learner shall be given three (3) attempts to pass the Proposal Defence within the time stipulated in rule 10.2 (a) and 10.2 (b). Failure at the third attempt shall result in the termination of the learner's candidature.

### 10.3 Final Examination for Structure I and II

The Final Examination for a Doctoral and Master degree programme under Structure I and II shall consist of the examination of a dissertation/thesis submitted by a learner and a viva voce. The final examination is to determine the learner's competency in the field of study.

### 11.0 Dissertation / Thesis Examination

#### 11.1 Doctoral Degree

The Examination Committee for the Doctoral degree shall, after examination of the dissertation/thesis submitted by a learner, recommend as follows:

- (i) That the dissertation/thesis be accepted without modification for the Doctoral degree; or
- (ii) That the dissertation/thesis be accepted for the Doctoral degree subject to:
  - (a) Minor modifications being made  
Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the dissertation/thesis, or
  - (b) Major modifications being made  
Such major modifications might include omissions of sections and/or inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles; or
- (iii) That the dissertation/thesis be resubmitted for the Doctoral degree  
  
Resubmission is recommended where substantial modifications (e.g. re-writing of sections and/or further experiments and/or profound correction of a scientific argument) are required to make the dissertation/thesis acceptable. The dissertation/thesis following revision and resubmission, shall be reexamined by the Examination Committee for the Doctoral degree before final approval; or
- (iv) That the dissertation/thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master degree in which case, the learner shall be given the opportunity to submit the dissertation/thesis in revised form for the appropriate Master degree; or
- (v) That the dissertation/thesis be rejected with no right of revision or re-submission.

A learner shall normally not be permitted to revise and re-submit a dissertation/thesis for reexamination more than once.

#### 11.2 Master Degree

The Examination Committee for the Master Degree shall, after examination of the dissertation/thesis submitted by a learner, recommend as follows:

- (i) That the dissertation/thesis be accepted without modification for the Master degree; or
- (ii) That the dissertation/thesis be accepted for the Master degree subject to:
  - (a) Minor modifications being made  
Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or other amendments which do not significantly affect the conclusion of the thesis.
  - (b) Major modifications being made  
Such major modifications might include serious omissions of sections and/or inadequate argument



in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles; or

(iii) That the dissertation/thesis be resubmitted for the Master degree

Resubmission is recommended where substantial modifications (e.g. re-writing of sections or/and further experiments or/and profound correction of a scientific argument) are required to make the dissertation/thesis acceptable. The thesis following revision and resubmission, shall be reexamined by the Examination Committee for the Master Degree before final approval; or

(iv) That the dissertation/thesis be rejected with no right of revision or re-submission.

A learner shall normally not be permitted to revise and re-submit a dissertation/thesis for reexamination more than once.

## 12.0 Notification on Modifications to Dissertation/Thesis

Where a learner is required to undertake additional work as recommended by the Examination Committee for the Doctoral or Master Degree, the Director of the Centre for Graduate Studies shall ensure that both the learner and supervisor are provided, within two (2) weeks after the viva voce, with written notification of:

- (i) the details of the additional work required, and
- (ii) the deadline for the completion of the additional work required.

## 13.0 Results Notification

The Assessment and Examination Unit shall after the examination of the taught course or courses of a degree programme, inform the learner of the grade(s) obtained by him/her. For the examination of a dissertation/thesis and viva voce, the Centre for Graduate Studies shall notify the learner on the outcome at the end of the viva voce and provide him/her with a copy of the examiners and viva voce report.

## 14.0 Appointment of Dissertation/Thesis Examiners

(i) Nomination and Approval

The Dean of Faculty shall in consultation with the Supervisor/Supervisory Committee, nominate and recommend to Senate for approval, the examiners for a learner's dissertation/ thesis.

(ii) Number and Composition of Dissertation/Thesis Examiners

There shall be at least three (3) examiners for the examination of the dissertation/ thesis for a Doctoral degree of which at least two examiners shall be external examiners.

There shall be at least two (2) examiners for the examination of the dissertation for a Master degree of which at least one (1) shall be an external examiner.

(iii) Pre-requisites for Appointment

- (a) All internal and external examiners should have established reputation in the area/of the dissertation/thesis topic to be examined.
- (b) The internal examiner shall be appointed from amongst the academic staff member of the University and should not be the supervisor or member of the Supervisory Committee.

(iii) Appointment Procedure

Upon receipt of the *Notice of Thesis/Dissertation Submission (CGSR06)* form from a learner, the Faculty shall be responsible to send to the duly appointed examiners, a formal appointment letter, which shall include an expected date of submission of the dissertation/thesis by the learner. The Faculty shall keep the examiners informed of any subsequent changes to the submission date of the dissertation/thesis.

(iv) Conflict of Interest

To avoid any possible conflict of interest, examiners should not in any manner, be personally related to each other, to the Supervisor/Supervisory Committee or to the learner who is being examined.

**Note:**

These rules should be read in conjunction with *Guidance Notes for Research Learner*

## 15.0 Dissertation/Thesis Submission

(i) Notice of Submission of Dissertation/Thesis

A learner is required to give at least three (3) months notice to the Faculty of his/her intention to submit the dissertation/thesis by using the *Notice of Thesis/Dissertation Submission (CGSR06)* form. The form must be accompanied by a Research Abstract and a receipt for the payment of the dissertation/thesis examination fee.

(ii) Submission of Unbound Copy of Dissertation/Thesis

An unbound copy of the dissertation/thesis should be submitted to the Faculty for verification that the dissertation/thesis adheres to the format requirements as set forth in the *Guide to the Preparation of Dissertation/Thesis Manual*.

(iii) Submission of Soft Bound Copies of Dissertation/Thesis for Examination

Five (5) soft bound copies of the completed dissertation/thesis should be submitted to the Faculty together with the *Confirmation of Thesis/Dissertation Submission (CGSR07)* form.

**Note:**

These rules should be read in conjunction with *Guide to the Preparation of Thesis Manual*

## 16.0 Viva Voce of Dissertation/Thesis

- (i) The viva voce shall be conducted when all the examiners' reports have been received.
- (ii) The University shall appoint an Examination Committee approved by Senate to conduct the viva voce of the dissertation/thesis.
- (iii) The Examination Committee for the viva voce of the dissertation/thesis of a Doctoral degree shall comprise:
  - (a) The Senior Vice President or his/her representative as Chairman,
  - (b) The Director, Centre for Graduate Studies, and
  - (c) The examiners appointed for the examination of the dissertation/thesis under rule 14 (ii).
- (iv) The Examination Committee for the viva voce of the dissertation/thesis of a Master degree shall comprise:
  - (a) The Director of the Centre for Graduate Studies or his/her representative as Chairman, and
  - (b) The examiners appointed for the examination of the dissertation/thesis under rule 14(ii).
- (v) The Supervisor may, with the consent of the Examination Committee for the viva voce of the dissertation/thesis, be invited to attend the viva voce but his/her presence is not mandatory. The Supervisor's role is to provide the Examination Committee with any assistance required but he/she will not take an active part in the viva voce or be involved with the decision concerning the dissertation/thesis.
- (vi) At the conclusion of the viva voce, a report shall be prepared and after jointly agreed to by the examiners, shall be submitted by the Chairman of the Examination Committee to the Director of the Centre for Graduate Studies.
- (vii) If the examiners cannot agree on the outcome of the examination result, the Examination Committee may recommend to Senate that another external examiner be appointed to examine the dissertation/thesis and submit his/her report for deliberation by the Examination Committee.

## 17.0 Submission of Final Hard Bound Dissertation/Thesis

- (i) A learner whose dissertation/thesis is recommended for acceptance under rule 11.1 (i) and 11.2 (i) shall have one (1) month to submit to the Centre, three (3) hardbound copies of the dissertation/thesis, duly corrected and verified, together with one (1) copy of compact disc (CD) containing a soft copy of the dissertation/thesis. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis.
- (ii) A learner whose dissertation/thesis is recommended for acceptance under rule 11.1 (iia) and 11.2 (iia), shall have three (3) months to submit to the Centre, three (3) hardbound copies of the dissertation/thesis, duly corrected and verified, together with a copy of compact disc (CD) containing the soft copy of the dissertation/thesis. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis.
- (iii) A learner whose dissertation/thesis is recommended for acceptance under rule 11.1 (iib) and 11.2 (iib), shall have six (6) months to submit to the Centre, three (3) hardbound copies of the dissertation/thesis, duly corrected and verified together with one (1) copy of a copy of the compact disc (CD) containing a soft copy of the dissertation/thesis.. The Supervisor/Supervisory Committee shall be responsible to verify that all the required amendments have been made in the dissertation/thesis. The learner shall be required to register as a learner and pay the research fees prescribed.
- (iv) A learner who requires an extension of time to submit the final hardbound copy of his/her dissertation/thesis should apply to the Dean of Faculty through the Supervisor/Supervisory Committee. The Dean may, at his/her discretion, extend the time for submission by up to two (2) months but only one extension shall be granted to a learner. During the extension period, the learner shall be required to register as a learner and pay the fees prescribed.
- (v) If a dissertation/thesis is not amended as required by the Examination Committee and/or not submitted by the learner within the time stipulated by the Examination Committee, the dissertation/thesis shall be deemed to have been rejected.

## 18.0 Resubmission of Dissertation/Thesis

- (i) A learner whose dissertation/thesis is recommended for resubmission under rule 11.1 (iii) and 11.2 (iii), shall be given 12 months to do so. During the period, the learner shall be required to register as a learner and pay the prescribed tuition and research fee.
- (ii) When a dissertation/thesis is resubmitted for examination, it shall be re-examined by the original examiners in toto. If the original examiner(s) is/are unavailable to re-examine the revised dissertation/thesis, the Senate shall on the recommendation of the Dean of Faculty, appoint another or other examiner(s) for the purpose.

## TOPIC 5: ADVISOR AND SUPERVISOR

### 1.0 Supervision for Learners under Structure I and II

(i) **Advisor (Structure I only)**

Each learner under Structure I will be assigned an academic advisor as soon as his/her application is approved for admission. The academic advisor is responsible for the general guidance and counseling of the learner prior to the appointment of a Supervisor/Supervisory Committee.

(ii) **Nomination and Appointment of Supervisor / Supervisory Committee**

- (a) A learner may choose to nominate his/her Supervisor/Supervisory Committee (if required) by submitting the *Nomination of Supervisor/Supervisory Committee (CGSR01)* form to Faculty;
- (b) A Supervisory Committee must consist of a Chairperson and at least one (1) member who are capable of providing advice and guidance to the learner's research;
- (c) A learner may nominate his/her advisor as Supervisor or as Chairperson of the Supervisory Committee;
- (d) Members of the Supervisory Committee may be appointed from within or outside the University;
- (e) The nomination must be done upon completion of the required courses.

(iii) **Additional Requirements for Appointment**

(a) In addition to the requirements prescribed in Rule 1.0 (ii), Supervisor/ Supervisory Committee of a Doctoral Degree learner may be one of the following persons:

- (1) An academic staff member who is a Doctoral Degree holder; or
- (2) An academic staff member who is a Professor; or
- (3) An academic staff from a local public university or any other recognised institution/organisation which has formal link with the University subject to conditions (1) and (2).

(b) In addition to the requirements prescribed in Rule 1.0 (ii), a Supervisor/ Supervisory Committee of a Master Degree learner may also be one of the following persons:

- (1) An academic staff member who is a Doctoral Degree holder; or
- (2) An academic staff member with the rank of a Lecturer with a Master degree qualification and has published research experience; or
- (3) An academic staff from a local public university or any other recognised institution/organisation which has formal link with the University subject to conditions (1) and (2); or
- (4) An individual with relevant postgraduate professional qualification recognised by the University, provided having fulfilled conditions (1) and (2).

(iv) **Restriction**

(a) The Supervisor/Supervisory Committee shall not in any manner be personally related to each other or to the learner who is under their supervision

(v) **Change of a Supervisor or Reconstitution of the Supervisory Committee**

(a) A Supervisor may be changed or a Supervisory Committee reconstituted under the following circumstances:

- (1) Upon a withdrawal by, or resignation, incapacitation or disqualification of the Supervisor/Supervisory Committee;
- (2) Where, the University decides and deems it desirable that the Supervisor/ Supervisory Committee should be replaced;
- (3) Where, the University decides and deems it desirable that an additional member is required.

- (b) A learner may also seek to change the Supervisor or reconstitute the Supervisory Committee if he/she believes that continued supervision by the Supervisor/ Supervisory Committee will not lead to a satisfactory completion of the degree. A learner has to complete and submit *Change of Supervisor/Supervisory Committee (CGSR02)* form to the Dean for approval.

(vi) **Responsibilities of the Supervisor/Supervisory Committee**

The Supervisor/Supervisory Committee is responsible for guiding the learner in planning the research and in the thesis preparation. The following are some aspects of the responsibilities of a Supervisor/ Supervisory Committee:

- (a) Guide the learner in the selection and planning of an original research topic that can be successfully completed within the expected time frame.
- (b) Establish with the learner a realistic timetable for completion of various phases of the research.
- (c) Provide the learner with realistic times for provision of feedback and ensuring that the learner adheres to the timetable.
- (d) Ensure that the learner has an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.
- (e) Make arrangements to ensure continuity of supervision during an extended period of absence.
- (f) Submit a Progress Report on the learner's research work at the end of each semester to the Dean.
- (g) Recommend for Proposal Defence.
- (h) Continue to guide and advise the learner's research work after the research proposal defense.
- (i) Decide (or if the learner has a Supervisory Committee, decide as a committee) to recommend to the Dean for the submission of the learner's thesis/dissertation.
- (j) May attend the learner's viva voce examination; however the Supervisor/ Supervisory Committee does not take part in the discussion/defense/question-answer session.

2.0 **Course Coordination and Project Supervision**

- (i) Each programme under Structure III has a Programme Coordinator who is responsible for advising learners on the selection of courses and monitoring the learners' progress.
- (ii) Learners pursuing programmes under Structure III are required to undertake the Master's Project as partial fulfilment of the requirement for graduation. The learner is expected to nominate a qualified person to be his/her supervisor or the learner shall be assigned a Supervisor by faculty for this purpose. The responsibilities of the Supervisor are the same as that of the Supervisor/Supervisory Committee listed under Rule 1.0 (vi).

## TOPIC 6 : GRADUATION

### 1.0 Graduation Requirements

- (i) A learner under Structure I shall be eligible for conferral of a degree after fulfilling the following conditions:
  - (a) Pass the Thesis Examination;
  - (b) Pass the Viva Voce;
  - (c) Paid all fees due; and
  - (d) Fulfill other requirements as specified by the University.
- (ii) A learner under Structure II shall be eligible for conferral of a degree after fulfilling the following conditions:
  - (a) Achieved a CGPA of at least 3.00;
  - (b) Pass the Dissertation Examination;
  - (c) Pass the Viva Voce Examination;
  - (d) Paid all fees due; and
  - (e) Fulfill other requirements as specified by the University.
- (iii) A learner under Structure III shall be eligible for conferral of a degree after fulfilling the following conditions:
  - (a) Achieved a final CGPA of at least 3.00,
  - (b) Paid all fees due; and
  - (c) Fulfill other requirements as specified by the University.

### 2.1 Award of Degree

The Senate shall on the recommendation of the University Examination Committee, confer a Master or Doctoral degree to a learner who has fulfilled all the requirements for graduation as specified in 1.0.

A learner who has fulfilled all the requirements for graduation may be conferred the degree with "Pass with Distinction" under the following conditions:

- (a) degree structure is either Structure II or Structure III;
- (b) obtained a CGPA of 3.75 or higher;
- (c) the total credit hours taken in each semester must not be less than that of prescribed by the faculty according to the programme diet;
- (d) obtained not less than "C" grade in any of the courses taken;
- (e) did not repeat any course(s) or examination for the course(s) in any semester; and
- (f) did not defer any semester during the study period.

A learner who obtained **I – Incomplete** grade for a course in any semester before May 2013 would still be considered for a "Pass with Distinction" after the **I** grade has been redeemed and converted to a normal grade, provided, the other requirements of the award are fulfilled.

With effect from May 2013 semester, learner having **I – Incomplete** grade for a course in any semester shall not be considered for a "Pass with Distinction" even if the **I** grade has been redeemed and converted to a normal grade.

Only courses with grades and the equivalent grade points that are used to calculate the GPA in a semester shall be considered in determining the award of "Pass With Distinction".

## TOPIC 7: CODE OF ETHICS

### PART 1 – LEARNER'S CODE OF ETHICS

1. The learner's code of ethics is based on:
  - (a) The Laws of the Nation;
  - (b) The National Article of Faith (Rukun Negara);
  - (c) The National Education Philosophy; and
  - (d) Malaysian and universal social values.
  
2. The Code of Ethics aims to:
  - (a) Provide guidelines for conduct and discipline which must be followed by learners, and specify the consequences of violating these guidelines.
  - (b) Create a society of learners who are of noble character, disciplined, moral and courteous as well as respectful towards one another.
  
3. **Interpretation**  
Unless the context otherwise requires:
  - (a) "Drugs" means any drugs or substances which are listed in the First Schedule to the Dangerous Drugs Act 1954.
  - (b) "Disciplinary Committee" means the committee set up by the Board of Directors for the purpose of handling disciplinary cases involving learners.
  - (c) "Gambling" means any games of chance, or the combination of chance and skill, for money or monetary value, including betting or lottery.
  - (d) "Code" means the Learner's Code of Ethics and Conduct of the Open University Malaysia.
  - (e) "Board of Directors" means the Board of Directors of Open University Malaysia.
  - (f) "Drinks" means any drink which contains alcohol.
  - (g) "Learner" includes any learner at the certificate, diploma, degree and postgraduate levels who is enrolled on a full-time or part-time basis at the University.
  - (h) "Registrar" means the Registrar of the Open University Malaysia.
  - (i) "President" means the President of the Open University Malaysia, and includes any person or persons authorised by the President to act on his/her behalf.
  - (j) "OUM Learning Centre" means the Learning Centre of the Open University Malaysia.
  - (k) "Poison" means any substance which has been listed in the List of Poisons in the Poisons Act 1952. (l) "Weapons and Explosives" means the objects and substances listed in the Firearms Act 1971.
  - (m) "University" means the Open University Malaysia.
  
4. **Enforcement of the Code**
  - (a) Subject to the provisions under Section 46 of the Private Institutions of Higher Learning Act, the President is responsible for the discipline of learners.
  - (b) The President can delegate his/her authority to any officer or officers to deal with any matters relating to learners' discipline.
  
5. **General Conduct**  
Every learner shall:
  - (a) Be responsible for his/her good behaviour at all times, be fully focused on his/her studies, attend the scheduled learning activities and obey the rules and regulations of the University.
  - (b) Strive continuously to explore, develop and enhance his/her talents and abilities.
  - (c) Strive to become a balanced and harmonious person from the intellectual, spiritual, physical, psychological and philosophical perspectives.



6. **Appearance**

Every learner shall:

- (a) Be neat and appropriately dressed at all times.
- (b) Ensure his/her personal hygiene and tidiness.
- (c) Avoid being extreme in appearance, make-up and the use of accessories.
- (d) Be modest, courteous and well-behaved at all times.

7. **Responsibilities of learners**

Every learner shall:

- (a) Obey the laws of the nation.
- (b) Obey the rules and regulations of the University.
- (c) Co-operate with the University authorities in all University matters, whether personal or on behalf of others, including providing information and evidence.
- (d) Wear or carry the matriculation card at all times while in the OUM Learning Centre or while dealing with the University administration and to produce the card when asked by a person or persons authorised to do so by the University.
- (e) Attend tutorials or seminar sessions, except with the prior permission from the administrator of the OUM Learning Centre.
- (f) Sit for examinations, unless barred from doing so. Where a learner is barred, he may apply for permission from the Registrar to have the bar lifted and to sit for the examination.
- (g) Be responsible for safe-guarding and ensuring the safety of the property of the University used by him/her, including property in the OUM Learning Centre(s).

8. **Prohibitions**

(a) No learner is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of the University or its learners, staff, officers or employees.

- (b) No learner is permitted to use any lecture, tutorial or teaching materials which are provided to him/her by the University for the purpose of publication, distribution or dissemination, whether for payment or otherwise.
- (c) No learner may plagiarise the intellectual property of others, including data, ideas, publications and inventions.
- (d) No learner may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination.
- (e) No learner may, while on the premises of the University or OUM Learning Centre, receive or have in his/her possession any alcoholic drink.
- (f) No learner may promote or carry on gambling activities on the premises of the University or OUM Learning Centre.
- (g) No learner may, while on the premises of the University or OUM Learning Centre, receive or have in his/her possession any pornographic materials.
- (h) No learner may have in his/her possession or under his/her control, any drug or poison. (i) No learner may possess or have under his/her control any firearm or explosive.
- (j) No learner or group of learners may organise, conduct or participate in any activity in the name of the University without permission or written instructions to do so from the University.
- (k) No learner or group of learners may promote, manage, or assist in the collection of money or contributions in the name of University without permission or written instruction to do so from the University.
- (l) No learner or group of learners may participate in anti-government or anti- University activities.
- (m) No learner or group of learners may establish any association or club or any such body without the permission of the University.
- (n) No learner or group of learners may publish, disseminate or distribute any document without the written permission of the University.
- (o) No learner or group of learners may make any statement to the Press in the name of the University without the written permission of the University.

9. **Breach of Code**

A learner who violates any part of the Code is said to have committed a breach of conduct.

## **PART II - Procedures for Handling Learner Disciplinary Cases**

1. A learner who has been accused of committing a breach of the Code under any of the rules of the University and is found guilty can be subjected to the imposition of any one or a combination of two or more of the following penalties:
  - (a) Warning
  - (b) Fine
  - (c) Exclusion from any specified part or parts of the University
  - (d) Suspension from membership of the University for a fixed period of time
  - (e) Payment of compensation or damages for any damage to property and University facilities or any third party claimant
  - (f) Nullification of examination results or any part of the examination results
  - (g) Expulsion from the University
2. Every report of wrongdoing shall be investigated and the Investigation Committee shall decide whether the alleged offence is serious, minor or there is no case to answer.
3. Serious offences include academic dishonesty, fraud, plagiarism, any activity that adversely affects the good name of the University and involvement in criminal activities.
4. If the Investigation Committee finds that a learner has committed an offence, it shall inform the learner of the offence of which he is accused and require the learner to provide a written explanation within a reasonable period of time.
5. If the learner pleads not guilty and his/her explanation is accepted, or the learner admits his/her guilt, the Investigation Committee shall then take the appropriate action.
6. If the learner pleads not guilty and his/her explanation is not being accepted by the Investigation Committee, the learner shall be informed of his/her offence and required to appear before the Disciplinary Committee within a period not less than 14 days from the date of notification.
7. A learner who does not make the explanation statement as in clause 4 or does not pay the fine imposed or fails to appear before the Disciplinary Committee shall be suspended until he provides an explanation or pays the fine imposed or agrees to appear before the Disciplinary Committee.
8. In a disciplinary proceeding;
  - (a) If the learner pleads not guilty and the Disciplinary Committee finds that there is a case to answer, the learner shall be asked to provide evidence, the learner may call witnesses or present document(s) or other materials in his/her defence. The Disciplinary Committee can question the learner or any of the witnesses and examine any document(s) or materials and the learner may cross-examine any of the witnesses.
  - (b) If the learner pleads guilty, the Disciplinary Committee shall explain the facts of the case to him/her.
9. On completion of the proceedings and, if the Disciplinary Committee finds the learner guilty, before imposing sentence, the Disciplinary Committee shall ask the learner to make a plea mitigation.
10. If the Disciplinary Committee also imposes the punishment of payment of compensation or damages to the University or a third party, the amount of compensation determined by the Disciplinary Committee shall be an amount that is fair and reasonable taking into account all matters related to the case and the persons involved in it.
11. A learner who is not satisfied with the decision of the Disciplinary Committee can submit a written appeal together with the grounds of appeal to the President for consideration by the Board of Directors, on condition that such an appeal is submitted within 14 days from the date of sentencing. The decision of the Board of Directors shall be final.
12. The Disciplinary Committee, with the consent of the President may delegate its authority to any officer or member of staff of the University to deal with any disciplinary offence.
13. If a learner makes an appeal, this does not constitute grounds for the suspension of the implementation of

any penalty imposed or the suspension of payment of any fine or compensation ordered to be paid.

14. Fines shall be paid to the Financial Controller/Bursar who shall then make payment to the third party, if necessary.
15. Any document(s) or other materials submitted before the Disciplinary Committee in the course of disciplinary proceedings shall be kept in the care of the University until such proceedings are completed or until the deadline for appeal has passed.
16. The Disciplinary Committee shall make written notes of all disciplinary proceedings before it. However, for the purposes of record keeping these notes do not need to be verbatim.

## TOPIC 8: PLAGIARISM

### 1.0 Prohibition

- (i) In keeping with the tradition of scholarly pursuit, learners are forbidden to commit plagiarism.
- (ii) A learner shall not plagiarise any idea, writing, data or invention belonging to another person. Plagiarism includes:
  - (a) The act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
  - (b) An attempt to misrepresent an idea, data, writing or an invention which has actually been taken from some other source.
- (iii) Without prejudice to the generality of Rule 1.0(ii), a learner is considered to have committed plagiarism when he/she:
  - (a) Publishes, with himself/herself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
  - (b) Incorporates himself/herself or allows himself/herself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he/she has not at all made any contribution to the abstract, article, scientific or academic paper or book;
  - (c) 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;
  - (d) 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 incorporate those data as part of his/her academic research without giving due acknowledgement to the actual source;
  - (e) Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a learner of the University, as part of another distinct personal academic research 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/her personal research or prior to publishing the data;
  - (f) Transcribes the ideas or creations of others kept in whatever form, whether 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 the learner is the creator of that idea or creation;
  - (g) 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 the learner's own writing or creation; or
  - (h) 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 the learner is the creator of those ideas.

## **2.0 Penalty**

Where, a learner is found to have contravened Rule 1.0(iii), disciplinary action will be taken against the learner by the relevant authority of the University in accordance with the Student Code of Ethics (Kod Etika Pelajar) of the University.