Institut
Pengajian Siswazah

INSTITUTE OF GRADUATE STUDIES

ACADEMIC
RULES and
REGULATIONS
for POSTGRADUATE

Doctoral
Degree Program
by Research

(Amendment 2020)

INSTITUTE OF POSTGRADUATE STUDIES

PhD Programme by Research

Postgraduate Studies Academic Rules and Regulations (Amendment 2020)

Academic Rules and Regulations (Amendment 2020) Postgraduate Studies

The Academic Rules & Regulations (Amendment 2020) is an important point of references to all postgraduate students in UiTM. Students are encouraged to read and familiarise with all provisions applicable to the programme of studies and will be held accountable for any action contrary to the regulations.

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TABLE OF CONTENTS

ABBREVIATION

APC	:	Research Excellence Award
ASCTC	:	Anugerah Sarjana Cemerlang Tuanku Canselor
BHEA	:	Academic Affairs Division
FLP	:	Flexible Learning Program
HiCOEs	:	Higher Institutions' Centre of Excellence
IPSis	:	Institute of Graduate Studies
IHL	:	Institution of Higher Learning
InQKA	:	Institute of Quality & Knowledge Advancement
IRMI	:	Institute of Research Management & Innovation
JAF	:	Faculty Academic Committee
JAN	:	State Academic Committee
JKAPS	:	Faculty Postgraduate Academic Sub-Committee
JKIPA	:	Academic Assessment Central Committee
PNC	:	Assistant Vice Chancellor
UHEK	:	Director of Curriculum Affairs
UiTM	:	Universiti Teknologi MARA
VC	:	Vice Chancellor

DEFINITION

1. **Academic Assessment Central Committee (JKIPA)**
   Responsible for discussing, deciding, supporting and approving of academic assessment of the university.

2. **Academic Conferment – Doctor of Philosophy**
   A Doctor of Philosophy is the conferment awarded to students who have fulfilled study programme requirements at Doctoral level and have satisfied the conditions stipulated by the University upon the Senate's endorsement.

3. **Academic Staff**
   Academic staff appointed by the University, including Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, and other individuals employed in teaching in the University.

4. **Appeal for Study Extension**
   A process that considers a student's appeal for the extension of the study.

5. **Appeal of Viva-voce Result**
   A process for students to appeal the viva-voce's result.

6. **Assessment**
   Written and oral evaluation for Academic Status and Conferment.

7. **Awards**
   Awards given to students based on their academic achievements.

8. **Bursary**
   The University's key financial officer who is appointed by the Board of Directors under Section 22 Act 173.

9. **Branch Academic Committee (JAN)**
   Responsible for managing all programme and academic affairs at UiTM Branch campus.

10. **Candidate**
    One who has applied for academic awards or has been offered a Postgraduate study programme in the University.

11. **Complete Status**
    A status that is given to a student who has passed and completed all the academic requirements of the University.

12. **Co-Supervisor**
    Appointed academician or expert from industries to assist the main supervisor.

13. **Coordinator of Postgraduate Programme**
    An academic staff appointed by the Dean / Head of Academic Centre / Rector of Branch Campus to coordinate postgraduate programmes at faculty / academic centre/branch campuses level.

14. **Dean**
    An academic staff appointed by the Vice-Chancellor (VC) under Section 8(2) of Act 173 to head a particular Faculty/Academy.

15. **Dean of Postgraduate Studies**
    An academic staff appointed by the Vice-Chancellor under Section 8(2) of Act 173 to head IPSis.

16. **Deferment of Registration**
    Permission given to a candidate who has not registered with the University to defer the registration due to certain reasons.

17. **Deferment of Semester**
    Permission given to a student to defer a semester due to certain reasons.

18. **Deputy Dean of Postgraduate Studies**
    Academic staff appointed by the Vice-Chancellor to assist the Dean of IPSis.

19. **Deputy Dean of Postgraduate Studies (Faculty)**
    Academic staff appointed by the Vice-Chancellor to assist the Dean of Faculty.

20. **Deputy Vice-Chancellor**
    An officer appointed by the Minister under Section 20(7A) of Act 173.

21. **Director/Dean of Academic Centres**
    An academic staff appointed by the Vice-Chancellor to head a particular academic centre under Section 8(2) of Act 173.

22. **Disciplinary Action**
    Disciplinary action taken by the University Disciplinary Board against students who have breached the Education Institutions Act (Discipline) 1976 (Act 174).

23. **External Examiner**
    Field experts outside the University who are appointed to examine and evaluate students' thesis.

24. **Faculty**
    Any academic entity established under Section 8(1) of Act 173.

25. **Faculty Clusters**
    Groups of University faculties based on three (3) academic fields that are Science and Technology; Business and Management; and Social Sciences and Humanities.

26. **Faculty requirements**

A course or an activity determined by the Faculty as a requirement to fulfil the conditions prior to being awarded the Master's Degree.

27. **Fees**
Specific fees charged upon registered students of the University.

28. **Postgraduate Studies Programme**
Academic programme set by the University to confer Master's Degree or Doctor of Philosophy Degree.

29. **Head of Academic Centre**
An academic staff appointed by the Vice-Chancellor (VC) under Section 8(2) of Act 173 to head a particular academic centre.

30. **Head of Centre for Postgraduate Studies**
An academic staff appointed by Deputy Vice-Chancellor (Academic and International) to head the centre of postgraduate studies at Faculty / Academic Centre / UiTM Branch Campus.

31. **Head of Postgraduate Studies**
An academic staff appointed by the Deputy Vice-Chancellor (Academic and International) to head the respective departments in IPSis.

32. **In-Progress (*Sedang Maju*) SM**
Academic status that is given to research mode students for performance with satisfactory progress.

33. **Institute of Graduate Studies (IPSis)**
An institute responsible for administering all affairs of postgraduate studies.

34. **Institutions of Higher Learning (IHL)**
All Institutions of Higher Learning other than the University.

35. **Internal Examiner for Research Programme**
Field experts from the University who are appointed to examine and evaluate students' thesis.

36. **Modes of Study**
Modes of study offered by the University are:

   a) **Full-time Mode**
   Mode of study in which the duration is as stipulated in the programme structure.

   b) **Part-time Mode**
   Mode of study in which the duration is longer than the full-time mode as stipulated in the programme structure.

37. Main Supervisor
A faculty member appointed by the University to supervise research, monitor progress and writing of students' thesis.

38. Plagiarism
Copying of work and/or ideas of others as stated in UiTM Plagiarism Policy Version 2.0 2019 either from printed or electronic media without acknowledging the source.

39. Programme Coordinator
An academic staff appointed by the Dean / Head of Academic Centre / Rector of Branch Campus to head and coordinate the postgraduate programme at faculty / academic centre / branch campus.

40. Rector of Branch Campus
The Rector of Campus is an academic staff appointed by the Minister under Section 7(2) of Act 173, to act as the Management and Academic Chief of a UiTM branch campus.

41. Registrar
The Registrar is the key officer of the University's Registrar office who is appointed by the University Board of Directors under Section 21 of Act 173.

42. Reminder
General reminder given to a student of research mode whose performance is not satisfactory.

43. Revocation of Student's Status
A status given to a student who fails to register and make complete payment of the fees within a specified period for each semester.

44. Semester
An academic session determined by the University according to the guidelines set by the Ministry.

45. Senate
The Senate is the University Senate established under Section 16A of Act 173 to provide advisory services to the University Board of Directors on all academic affairs of the University.

46. Special Leave
Leave applied by students due to health-related reasons with the approval of JKAPS.

47. Student
A student is an individual who has registered with the University to enrol in a postgraduate programme, has paid the tuition fees and registered for courses.

48. **Student Disciplinary Board**
Student Disciplinary Board established under Section 5(1) of the Education Institutions Act (Discipline) 1976 (Act 174) to manage the hearing of student disciplinary cases.

49. **Suspension of Study**
Suspension of study is a penalty by the University Disciplinary Board that disallows students from resuming their study for a specified period of time.

50. **Temporary Suspension**
Temporary suspension status is imposed on:

a) Students who fail to attend a University Disciplinary Board hearing for a disciplinary offence, after being summoned verbally and in writing.

b) Students who fail to pay any penalty or damages as stipulated by the University Disciplinary Board within a specified period.

51. **The Faculty Postgraduate Academic Sub-Committee (JKAPS)**
Responsible for managing the postgraduate programme and academic affairs at Faculty / Academic Centre / UiTM Branch campus.

52. **Faculty Academic Committee (JAF)**
Responsible for managing all programme and academic affairs at the Faculty / Academic Centre.

53. **The University Board of Directors**
The University Board of Directors consists of members appointed by the Minister under section 13 of Act 173.

54. **Thesis**
Academic writing from research presented by students for evaluation towards the conferment of Masters and PhD.

55. **UiTM Branch Campus**
UiTM Branch campus is a branch of the University established under Section 7(2) Act 173.

56. **University**
The University refers to Universiti Teknologi MARA (UiTM) that has been established under the Universiti Teknologi MARA Act 1976, Universiti Teknologi MARA 1976 (Act 173) Amended in 2006.

57. **University's requirements**
A course or an activity determined by the University as a requirement to fulfil the conditions before being awarded the Master's Degree.

58. Vice-Chancellor

The Vice-Chancellor is appointed by the Minister to act as the University's Chief Executive under Section 20 of Act 173.

59. Viva Voce

Oral presentation by students to defend their thesis to a panel of examiners.

1 THE BODY GOVERNING THE POLICY OF POSTGRADUATE STUDIES

1.1 Senate

The Senate is the University's principle body that makes decisions about academic affairs under Section 16A, Act 173. The Senate comprises the following:

Chair	:	Vice-Chancellor
Substitute Chair	:	Deputy Vice-Chancellor
members	:	i) All Deputy Vice Chancellors. ii) All Deans / Head of Academic Centre. iii) Three (3) Rectors appointed by the Vice-Chancellor. iv) Other Rectors are appointed as representative members. v) Three (3) senior members of the University's academic staff (appointed by the University Board of Directors) for a period of 2 years under Section 16A (2) (e), Act 173. vi) Two (2) student representatives appointed by the Vice-Chancellor.
Secretary	:	Registrar
Secretariat	:	Academic Affairs Division

1.2 Academic Assessment Central Committee (JKIPA)

Responsible for discussing, deciding, supporting and approving of academic assessment of the university. JKIPA members appointed by the Vice-Chancellor are as follows:

Chair	:	Deputy Vice-Chancellor (Academic & International)
Substitute Chair	:	A Professor among the Senate members appointed by the Deputy Vice-Chancellor (Academic & International)
Member	:	i) All Deans / Rectors / Head of Academic Centre. ii) Director of Academic Affairs Division iii) Director of the Institute of Continuing Education and Professional Studies (iCEPS) iv) Director of the Centre of Foundation Studies v) Chairman of Revision and Correction Examination Result Committee (JPPKP) vi) Director of Higher Institution Centre of Excellence (HICoE)
Invited Member	:	i) Assistant Vice-Chancellor of InQKA ii) Director of Curriculum Affairs Unit (UHEK) iii) Director of Co-curriculum Centre

		iv) Director of *Pusat Pra Pendidikan Tinggi*
Secretary	:	Dean of IPSis / Director of Academic Assessment Division (BPA)
Secretariat	:	IPSis / BPA

1.3 Faculty Academic Committee (JAF)

Responsible for managing all programme and academic affairs at the Faculty / Academic Centre. JAF members appointed by the Dean of Faculty are as follows:

Chair	:	Dean
Substitute Chair	:	A Deputy Dean appointed by the Dean
Member	:	i) All Deputy Deans ii) All Head of the Centre of Studies iii) All Programme Coordinators iv) Minimum of four (4) members comprises Professor / Associate Professor / Senior Lecturer that are appointed for a period of two (2) years.
Secretary	:	Senior Deputy Registrar / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar
Secretariat	:	Faculty's Academic Affairs Division

1.4 Branch Academic Committee (JAN)

Responsible for managing all programme and academic affairs at UiTM Branch campus. JAN members appointed by the Rector are as follows:

Chair	:	Rector
Substitute Chair	:	A Deputy Rector appointed by the Rector
Member	:	i) All Deputy Rector and Assistant Rector ii) All Head of the Centre of Studies iii) All Curriculum Coordinators iv) Maximum of three (3) members comprises Professor / Associate Professor / Senior Lecturer that are appointed for a period of two (2) years.
Secretary	:	Senior Deputy Registrar / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar
Secretariat	:	UiTM Branch's Academic Affairs Division

1.5 Faculty Postgraduate Academic Sub-Committee (JKAPS)

Responsible for managing the postgraduate programme and academic affairs at Faculty / Academic Centre / UiTM Branch campus. JKAPS members appointed by the Faculty Dean / Academic Centre / UiTM Branch campus are as follows:

Chair	:	Dean / Rector / Head of Academic Centre
Substitute Chair	:	Deputy Dean / Deputy Rector / Deputy Director / The Most Senior Academic Staff
Member	:	i) Head of Postgraduate Studies, ii) Postgraduate Coordinator(s),

		iii) Three (3) Most Senior Academic Staff who possess experience in research and supervision in the faculty.
Secretary	:	Senior Assistant Registrar / Assistant Registrar (Academic) / Executive Officer (Academic)
Secretariat	:	Faculty's Academic Office

2 REGISTRATION

2.1 Student Registration

a) New postgraduate students are required to register on the stipulated date of student registration.

b) The student's status drops if he or she does not register within fourteen (14) days including weekends from the date of registration.

c) Returning postgraduate students are required to register every semester within the stipulated date.

2.2 Deferment of Registration

Successful candidates may consider deferring their registration by filling in the Deferment of Registration Form. Deferment of Registration is only allowed once. Candidates are required to register in the following semester intake.

2.3 Withdrawal from Studies

a) Students can withdraw from studies by submitting the Withdrawal Form and returning the student card to the postgraduate office of the respective Faculty / Academic Centre / UiTM Branch Campus.

b) First semester students who have registered but withdrew within 30 working days after registration are eligible for 80% refund of tuition fees. There will be no refund if the application for withdrawal is done after 30 working days.

c) Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.

3 FEES

3.1 Type of Fees

Registered students are required to pay the following fees:

a) Tuition Fees
Fees to be paid within stipulated time according to Academic Calendar

b) Fees for Application of Special Leave and Deferment of semester
Fees to be paid by students who apply for special leave and deferment of the semester.

c) Fees for Application to Change Programme / Campus / Mode of study

Fees to be paid by students who apply to change programme / campus / mode of study.

d) Fees for Thesis Examination
Fees to be paid by students for the administrative thesis examination.

e) Fee for Continuation of Study
Fees to be paid by students who appeal to continue their study after being dismissed.

f) Fee for Extension Duration of Study
Fees to be paid by students who appeal to extend the duration of the study.

3.2 Remittance of Fees

i. All required fees must be paid within the stipulated time according to the Academic Calendar. Failure to do so will result in the revocation of student status.

ii. Students who fail to complete the payment of the required fees will not be allowed to:

   i. Participate in any university activities.
   iii. Use any university facilities.
   iv. Sit for any examination.
   v. Obtain the examination result.
   vi. Renew Visa (For international student)

iii. Full tuition fees will be imposed on students until the thesis is submitted.

3.3 Fees Rate

University has the prerogative to amend the fee rates.

4 POSTGRADUATE STUDENT'S STATUS

4.1 Retaining Student's Status

A student's status is retained if the student registration is completed and tuition fees are duly paid.

4.2 Revocation of Student Status

Students will lose their status if they fail to fulfil any requirements on student registration, course registration, or fees payment as stipulated in 3.1.

5 ACADEMIC APPLICATION

5.1 Special Leave

a) Students are allowed to apply for a maximum of two (2) semesters of Special Leave throughout the duration of the study. Each application is valid for one semester only.

b) Application for special leave must be made by submitting the Special Leave Form to the postgraduate office of the respective Faculty / Academic Centre / UiTM Branch Campus.

c) Students who are on special leave and have paid the fees for the current semester are allowed to carry forward the fees to the following semester.

d) For students who have paid the registration fees and are later given Special Leave approval for two or more consecutive semesters, the fees will be forfeited.

e) Students with approved Special Leave have to retain their postgraduate student status by paying the processing fee.

f) Students on Special Leave are not allowed to use any facilities, participate in University's activities and receive any services by the University for each semester in which the Special Leave has been approved.

g) Special Leave is not deemed part of the duration of studies in the University.

5.2 Deferment of Semester

Registered students may apply for deferment of the semester due to unforeseen circumstances other than health-related reasons.

5.3 Mode of Study

a) The University offers a full-time and part-time mode. Application to change the mode of study can be made by submitting the relevant form to the postgraduate office of the respective Faculty / Academic Centre / UiTM Branch Campus.
b) Application to change the mode of study can only be made twice (2) throughout the duration of the study

5.4 Change of Programme / Campus

a) Students can only apply for the change of programme / campus once throughout the duration of the programme.

b) Students must apply to the respective Faculty / Academic Centre / UiTM Branch Campus.

5.5 Program Structure

The programme structure comprises compulsory seminars, thesis writing and viva-voce.

5.6 Duration of Study

The duration of study for the master programme is given as per the table below:

Mode of study	Semester

	Programme Duration	Minimum	Maximum
Full -time / Part-time	8	5	14

5.7 Student Attendance

a) It is compulsory for students to attend supervision sessions as well as other learning activities such as seminars, workshops, laboratory or studio work, site visits and as required by the respective research project.

b) Students have to maintain a satisfactory research progress report which will be verified by the JKAPS faculty.

6 SUPERVISION

A supervisor must be appointed to guide the student in preparing a thesis coherent with the theme of specialisation.

General criteria for supervision are as follows:

a) A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the student i.e. a Doctoral Degree.

b) For supervisors without the required qualification above, the supervisor must have at least five (5) years of supervision experience:

   i. teaching and research in the same field of the student; or
   ii. as a co-supervisor

6.1 Main Supervisor

a) The main supervisor must be appointed from the academic staff who are serving in UiTM.

b) A retired Main Supervisor who was appointed as *Pensyarah Kehormat* can continue to supervise the student(s).

c) The main supervisor who has resigned or retired from UiTM or seconded to another institution/industry may continue as co-supervisor.

d) The appointment of a supervisor is supported by the faculty / academic centre / branch campus and approved by JAF/JAN.

e) Students must be supervised by a main supervisor and at least one co-supervisor.

f) The student progress report must be submitted by the supervisor to the JKAPS as scheduled in the Postgraduate Academic Calendar.

6.2 Co-supervisors

The co-supervisors who have the expertise in the research field may be appointed from the following categories:

a) UiTM Academic staff.

b) Academic staff from other universities,

c) Staff from research institutes or industrial sectors.

6.3 Change of Supervisors

a) If a supervisor is no longer in a position to continue with the supervision duties, the JKAPS committee should identify and allocate a new supervisor with appropriate academic background and supervisory experience.

b) A student can apply for a change of supervisor based on valid reasons. The application must be made to the Dean / Rector and approved by JAF/JAN.

6.4 Number of Supervision

a) A supervisor can be appointed as the main / co-supervisor to a maximum of 15 postgraduate students at a time regardless of Master's and/or PhD students.

b) However, a supervisor is allowed to supervise more than 15 students with the recommendation of the faculty based on the performance of students under the supervision.

7 EVALUATION

Students are evaluated based on:

a) Research progress.
  i. "In-progress" status (SM) is given to a student following the endorsement by JKAPS.
  ii. In-progress status is as stipulated in the maximum duration of the programme.
  iii. A student who exceeds the maximum duration of the study will be dismissed.

b) Research proposal.
  i. The research proposal must be presented to the Panel of Examiners appointed by the respective faculty. Students who are required to make major amendments will be given another two (2) chances to defend their proposal and must pass with minor correction in the third defence. Otherwise, the student will be dismissed.

  ii. Students must submit and present their research proposal within these respective timelines from the date of registration. The students will be given either AM1, AM2 or AM3 by the faculty if they fail to submit and present their research proposal within the stipulated time period.

Full Time Student	:	Twelve (12) months

| Part Time Student | : | Eighteen (18) months |

    c) Examination of thesis and an oral examination *(viva voce)*.

7.1 Notifications of Student's Status

Student's Exam status is given according to the evaluation of the research progress report that is evaluated by the supervisor. The Student's Status will be endorsed by the JKAPS.

    a) Notification status is divided as follows:

SM	:	In Progress
AM1	:	First Reminder
AM2	:	Second Reminder
AM3	:	Third Reminder
D10	: i.	Is given the status of AM3,
	ii.	No progress report at the stipulated time or,
	ii.	Fails for the second time in the Defence Research Proposal (DRP)
D11	:	Exceeds maximum duration of study
GV	:	Fail in Viva voce or does not submit the thesis within the stipulated time
TM	:	Complete
APC	:	Completed with Excellence Research Award

    b) In a case where a student is given the AM1, AM2 status, and followed by AM3, the student shall be given the D10 status and hence dismissed.

8 THESIS EXAMIINER

8.1 Criteria for Examiner

The qualification requirements of an examiner are as follows:

    a) An examiner must have a minimum qualification of no less than the supervisor. For examiners without the required qualification, the appointment is subjected to the approval of the JAF.

    b) Doctoral degree by research for PhD, including PhD by published work, the thesis must be examined by at least three (3) examiners, two (2) of whom are external examiners. One of the external examiners for the Doctoral thesis must be appointed from overseas.

    c) Examiners for a Doctorate student should have a Doctoral degree or equivalent academic and/or professional credentials, expertise and experience in the research discipline, interdisciplinary or transdisciplinary.

    d) An examiner should not be a postgraduate student at any institution.

    e) An examiner should not be appointed to examine two or more theses of students under the same supervisor at a time.

f) An examiner must have proven substantial academic and professional knowledge/expertise and experience (in terms of teaching / research / consultation) in / or related to the discipline of the research area.

8.2 Internal Examiner

a) Field experts from the University who are appointed to examine and evaluate students' thesis. If there is no qualified internal examiner, all examiners may come from other institutions.

b) Internal examiner for Doctoral thesis must have experience in the relevant field.

c) Internal examiner for Doctoral thesis must have experience in the relevant field, experience in Doctoral supervision and have examined at least one (1) Masters thesis.

8.3 External Examiner

a) Programme field experts from outside the University who are appointed to examine and evaluate students' thesis.

b) External examiner for Doctoral thesis must have extensive experience in the relevant field and / or have examined at least one (1) Doctoral thesis.

8.4 Thesis Examination Ethics

All examiners should be independent of the student and the student's work. In order to avoid questions of ethical issues being raised and to ensure impartiality and independent judgment, an examiner should not:

a) provide the student with any formal guidance in respect of the content or structure of the thesis.

b) be the student's collaborator in the research activity or co-author of publications relating to the thesis.

c) be a close family (spouse, parents, children and siblings) member of the student or of any of the supervisors.

d) be the assessor for the conversion from a student's Master to a Doctoral programme.

e) have graduated less than two (2) years under the same supervisor of the thesis to be examined.

9 THESIS

9.1 Rules for Thesis Writing

a) Students cannot submit a thesis that has been submitted to the University or other institutions of higher learning.

b) Students are required to publish papers related to their research during their duration of study.

c) Students have to state and affiliate their status as students of the University.

d) The thesis has to be an original work of the student. Students who have been found to outsource their work to another individual or organization are subjected to UiTM Plagiarism Policy.

e) All theses are properties of UiTM. UiTM reserves the right to permit the use of the thesis for educational and reference purposes without any payment or permission of the student.

f) All theses must be written in English. Approval of the University Senate is required for exemption.

g) The rules and regulations of writing and formatting of thesis are stated in the latest edition of Guidelines for Post Postgraduate Thesis published by IPSis.

h) Students who have submitted their thesis for the viva examination must register as a student until the evaluation is complete by paying the required fees to obtain permanent student status.

9.2 Total Number of Words

Total number of words for the Master's thesis is based on the MQA Programme Standard and listed in **Appendix 1** for each faculty. The total number of words does not include endnotes, quotations, appendixes, tables, and diagrams.

9.3 Thesis Submission

The process of thesis submission is divided into three stages:

a) Intention to Submit Thesis.
   Students whose thesis are deemed to be 95% complete by their supervisors are required to submit the 'Intention to Submit Thesis' form.

b) Final submission of thesis for *Viva Voce.*
   The submission of the thesis is valid upon the fulfilment of these requirements:
   i. The Thesis Submission form is endorsed by the main supervisor and Head of Postgraduate Centre of Studies at the respective faculties.

   ii. Students have paid the Thesis Examination Fee.

   iii. Students must fulfil the minimum publication requirement as follows:

PhD by Research:	Two (2) indexed publication* with at least 1 (one) was published.

   *Indexed Publication by ERA / SCOPUS / WoS / MyCite / Listed Journal in **Appendix 2**.

c) Submission of the thesis to IPSis

Students must ensure that the thesis is in accordance with the format as stated in the UiTM Thesis/Dissertation Guideline. Students must submit a digital copy of the thesis to IPSis. Research findings and copyrights reserved are as stipulated by the University.

10 THESIS EXAMINATION

10.1 Thesis Examiners Committee

Thesis examiners committee shall consist of:

CHAIRPERSON	:	UiTM Representative (Professor / Dean / Associate Professor with PhD)
MEMBERS	:	i. One (1) External Examiner ii. One (1) Internal Examiner
SECRETARIAT	:	Centre of Postgraduate Studies*

*Faculty must appoint the minute-taker from the same field with the student's thesis.

10.2 Submission of Thesis to Examiners

Upon the submission of the thesis by a student, the faculty will forward the thesis to the appointed examiners.

10.3 Viva Voce

Students need to defend their thesis in the presence of a panel of examiners.

10.4 Result of *Viva Voce*

a)   The oral examination is graded according to the following categories:

CATEGORY 1	The student has passed the viva voce for the Masters / Doctoral Degree without any correction.

CATEGORY 2	The student has passed the viva voce for the Masters / Doctoral Degree and is subjected to minor amendments / corrections to the thesis as detailed in the Thesis Evaluation Report.
	This recommendation is made if the thesis:
	  i. Requires text editing, formatting of tables and / or figures corrections of grammar, spelling, typos etc;
	  ii. Requires minor addition of relevant information;
	  iii. Requires explanation pertaining to several short sections in the text;
	  iv. Does Not Require additional experiments, collection of new data or extensive revision.

	v. Ends with a conclusion that does not differ much when revised.
CATEGORY 3	The student undertakes major amendments / corrections to the thesis as detailed in Part 1: Thesis Evaluation Report and re-submit the thesis for further examination However, a viva voce may be held on the request of the Panel of Examiners, if the need arises. These recommendations are made if the thesis: i. Has major weakness(es) that will affect the conclusion of the thesis ii. Has major weakness(es) that can be addressed and improved upon with additional work iii. Requires additional experiments, statistical analyses, revision of a large body of texts, and expansion of the literature review. This recommendation can only be made twice. Thus, a student is allowed to submit the thesis 3 times. This recommendation cannot be made at the third *Viva*.
CATEGORY 4	The student has failed the *viva voce* and is not allowed to resubmit the thesis. These recommendations are made if the thesis: i. Has substantial weakness(es) making the thesis to be below than the acceptable standards which cannot be addressed even with additional work or corrections; or ii. Has weaknesses(es) that cannot be corrected, or iii. is based on inadequate research; or has plagiarized work or text based on UiTM Plagiarism Policy.

b) Students must submit the thesis to the faculty after making necessary changes / corrections. The faculty will forward the thesis to the examiner(s) for verification. The final hardbound thesis must be submitted within the following time frame:

Category 2	:	Six (6) months
Category 3A (Without re-*viva*)	:	Twelve (12) months
Category 3B (With re-*viva*)	:	Re-viva session to be held within twelve (12) months. Submission of the final

	hardbound thesis is subject to examiner(s) results

    c) Failure to submit the thesis within the stipulated time will be deemed as "fail" (GV).

    d) The results of the *viva-voce* will be presented to the Senate for endorsement and approval.

10.5 Academic Conferment

A student will be conferred Doctoral upon:

a) Successful *viva-voce* and completion of all amendments

b) Fulfilled University's requirements

c) Approved by the Senate.

10.6 Excellence Research Award (APC)

a) The student must complete their study within the GOT duration.

b) All examiners unanimously agree that the student has fulfilled Category 1 or 2 in the Thesis Examination Report following the viva voce.

c) The student has not been convicted of any University's Disciplinary Act or has committed any wrongdoings of the University's Act or research ethics.

d) The student has published the research findings at least two (2) in the indexed publication by Scopus/ ERA/ WoS / MyCite or the listed journals in the Appendix 2 as the Main Author within the study duration.

e) The student has presented the research findings at least two (2) in seminars or conferences recognized by the Faculty within the study duration.

11 DISCIPLINARY ACTION

a) Students who are found guilty under the Regulations on Educational Institutions (Students' Discipline) 1976, will be penalised based on the decision of the University Disciplinary Board.

b) If found guilty of an offence by the University Disciplinary Board, students will be given a GS status by the Senate.

c) A student who commits plagiarism in thesis will be subjected to action as stated in UiTM Plagiarism Policy Version 2.0 2019 and will be given GV status by the Senate.

12 DISMISSAL FROM STUDY

Student will be dismissed if:

a) fails to pay the tuition fee (GT); *or*

b) does not submit the progress report (D10); *or*

c) fails for the third time in the defence of research proposal (D10); *or*

d) is given the status of AM3 (D10); *or*

e) exceeds the maximum duration of study (D11); *or*

f) fails in viva-voce (GV); or

g) does not submit the thesis hardbound within the stipulated time (GV)

13 APPEAL

13.1 Appeal for Continuation or Extension of Study

a) A student who is dismissed may appeal to the respective Faculty / Academic Centre / UiTM Branch Campus within fourteen (14) days after the official announcement of the results by the University.

b) A complete appeal form must be submitted to the respective Faculty / Academic Centre / UiTM Branch Campus.

c) The result of the appeal is under the considerations of the Faculty Academic Board.

d) A student is permitted to appeal once throughout the duration of the study.

e) X1 status will be given to the approved application.

f) The decisions on the appeal cases will be announced within the duration of fourteen (14) working days after the appeal period ends. Decisions are endorsed by the JKIPA and are final.

13.2 Appeal for Viva-voce or Re-Viva Result

A student who has failed in the viva-voce or re-viva can appeal within 30 working days after the viva-voce or re-viva.

14 OTHERS

a) The Senate has the right to take appropriate action if a student is found giving any false information.

b) The University is entitled to amend the Academic Regulations with the consent of the Senate.

c) Any information not stated in this Academic Regulations handbook is the sole prerogative of the University.

APPENDIX 1

DOCTORAL DEGREE BY RESEARCH / MASTERS DEGREE BY RESEARCH

Social Sciences and Humanities

NO	FACULTY / ACADEMY / CENTRE	PhD		MASTER	
		MIN	MAX	MIN	MAX
1	Faculty of Law	80,000	100,000	40,000	50,000
2	Academy of Language Studies				
3	Faculty of Administrative Science & Policy Studies			30,000	
4	Faculty of Art & Design				
5	Faculty of Education	70,000			
6	Faculty of Film, Theater & Animation			25,000	
7	Academy of Contemporary Islamic Studies (ACIS)	60,000		30,000	
8	Faculty of Communication & Media Studies	None		None	
9	Faculty of Music	50,000	80,000	30,000	

Business and Management

NO	FACULTY / ACADEMY / CENTRE	PhD		MASTER	
		MIN	MAX	MIN	MAX
1	Faculty of Accountancy	80,000	100,000	30,000	50,000
2	Faculty of Information Management				
3	Accounting Research Institute *(ARI)*				
4	Arshad Ayub Graduate Business School (AAGBS)	60,000			
5	Faculty of Business & Management				
6	Faculty of Hotel & Tourism Management				

** Malaysia Institute of Transport (MITRANS) – As according to specific research by Faculty.

Science and Technology

NO	FACULTY / ACADEMY / CENTRE	PhD		MASTER	
		MIN	MAX	MIN	MAX
1	Faculty of Applied Sciences	30,000	100,000	20,000	50,000
2	Faculty of Architecture, Planning & Surveying				
3	Faculty of Chemical Engineering				
4	Faculty of Civil Engineering				
5	Faculty of Computer & Mathematical Sciences				
6	Faculty of Dentistry				
7	Faculty of Electrical Engineering				
8	Faculty of Health Sciences				
9	Faculty of Mechanical Engineering				
10	Faculty of Medicine				
11	Faculty of Pharmacy				
12	Faculty of Plantation & Agrotechnology				
13	Faculty of Sports Science & Recreation				

APPENDIX 2

Additional Journal for Thesis Submission

NO	FACULTY	NO	ADDITIONAL JOURNALS
1	Faculty of Art & Design	1	International Journal of Art and Art History
		2	International Journal of INTI
		3	Jurnal ISI (Inspirasi, Seni & (Intelektual)
		4	Jurnal of ISI Yogyakarta
		5	Sequential Arts and Digital Content Studies
2	Faculty of Architecture, Panning & Surveying	1	Asian Journal of Environment-Behaviour Studies (ajE-Bs)
		2	The Asian Journal of Quality of Life (AjQoL)
		3	International Surveying Research Journal (ISrJ)
		4	Journal of Design + Built
		5	Jurnal Lanskap Indonesia
3	Faculty of Film, Theater & Animation	1	Gendang Alam
		2	International Journal of Applied and Creative Arts
		3	KUPAS SENI: Jurnal Seni dan Pendidikan Seni
		4	Melayu: Jurnal Antarabangsa Dunia Melayu
		5	Jurnal Wacana Sarjana
4	Faculty of Law	1	Malayan Law Journal
		2	Current Law Journal
5	Faculty of Music	1	Journal of Music Research (Uni Melb)
		2	Ethnomusicology Review (UCLA)
		3	Riffs Journal (Birmingham CU)
		4	The Chamber Music Journal
		5	Asian Journal of Behavioral Sciences
		6	Asian Journal of Research in Education and Social Sciences