



# **ACADEMIC REGULATIONS**

## **College of Graduate Studies (COGS)**



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*The Energy University*

*This handbook contains academic regulations for all postgraduate students at UNITEN.  
These regulations replace all regulations contained in previous documents.*

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## Part 1: Programme Structure

Universiti Tenaga Nasional (The University) offers postgraduate programmes within the academic fields of engineering, information technology and business.

These programmes are administered by the College of Graduate Studies (COGS), which is supported by three academic colleges:

- College of Engineering (COE)
- College of Information Technology (CCI)
- College of Business and Accounting (COBA)

The programmes are offered in the following structures:

| Programme   | Credit hours |   |
|---|--------------|---|
| <b>PhD Structure A<br/>(Full Research)</b>              | 72           | Candidates must attend and obtain a minimum grade of B in the Research Methodology course while conducting research under academic supervisors. The candidate must prepare a thesis to fulfill the graduation requirements.   |
| <b>Master Structure A<br/>(Full Research)</b>           | 40           | Candidates must attend and obtain a minimum grade of B in the Research Methodology course while conducting research under academic supervisors. The candidate must prepare a thesis to fulfill the graduation requirements.   |
| <b>Master Structure B<br/>(Coursework and Research)</b> | 40           | Candidates must register and pass a certain number of taught courses as partial fulfillment for graduation. In addition, they must complete a research project under academic supervisors and prepare a dissertation to fulfill the remaining graduation requirements. The contribution of each component (coursework and dissertation) is about 50%. |
| <b>Master Structure C<br/>(Coursework and Project)</b>  | 40           | Candidates must register and pass a certain number of taught courses as partial fulfillment for graduation. In addition they must complete a project and prepare a report to fulfill the remaining graduation requirements. The contribution of the coursework component exceeds 80%.   |

For Structure A and B, candidates must defend (viva voce) and pass their thesis/dissertation.

## Part 2: Registration, Student Status and Duration of Study

### 2.1 Registration (New Candidate)

2.1.1 A candidate who receives an offer letter from the University is required to enroll within the time limit set by the University.

2.1.2 Without valid reason to the contrary, the offer may be cancelled without prior notice once the candidate fails to enroll within the time limit set by the University.

2.1.3 First-time candidate who enrolls with the University must simultaneously enroll in a programme of study.

2.1.4 A candidate who has obtained approval to change the programme of study is required to enroll for the new programme within the time limit set by the University.

2.1.5 A candidate must be registered in only one programme at any one time.

2.1.6 In the event a candidate registered simultaneously in another local or foreign university, the University shall have the rights to terminate the candidature.

### 2.2 Student Status

A candidate may register as either a full-time or part-time student, these being defined as follows:

|                                    | Full-Time   | Part-time   |
|------------------------------------|---|---|
| <b>Structure A</b>                 | Registered and present for 2 semesters per year*                                      | Registered for each semester and fulfill a residential requirement of at least 1 semester during the period of study in addition to 10 working days per year* |
| <b>Structure B<br/>Structure C</b> | Registered and attend classes for at least 3 credit hours in each of Semesters I & II |   |

\*Structure A candidate including part-time mode is required to register and attend the **research methodology class** for a full semester during the first year of candidature.

### 2.3 Duration of Study

2.3.1 A candidate must graduate within the minimum and maximum period.

2.3.2 A candidate may apply to convert from full-time to part-time, and vice-versa before the expiry of the maximum period.

2.3.3 The minimum and maximum duration of studies are as follow:

| Programme                             | Minimum (years) | Maximum (years) |
|---------------------------------------|-----------------|-----------------|
| PhD (full-time)                       | 3               | 7               |
| PhD (part-time)                       | 4               | 7               |
| Master (full-time) – Structure A      | 2               | 3               |
| Master (part-time) – Structure A      | 3               | 4               |
| Master (full-time) – Structures B & C | 1               | 3               |
| Master (part-time) – Structure B & C  | 2               | 4               |

## **2.4 Continuing Candidate : Structure A**

- 2.4.1 A candidate is required to re-activate candidature at the beginning of each semester.
- 2.4.2 In the event the candidate fails to maintain continuous registration throughout the period of study, the University shall have the rights to terminate the candidature.
- 2.4.3 A candidate who is not in a position to re-activate the candidature on the required date shall apply in writing to the Dean of COGS, and the written permission shall be obtained PRIOR to the date of registration.

## **2.5 Continuing Candidates: Structure B and Structure C**

- 2.5.1 Once enrolled in a programme, the candidature shall only be interrupted by withdrawal, defaulting, termination, deferment or graduation.
- 2.5.2 A candidate is required to register for courses at the beginning of each semester, unless the candidate has completed all courses and currently undergoing research/ project.
- 2.5.3 In the event the candidate fails to maintain continuous registration throughout the period of study, the University shall have the rights to terminate the candidature.
- 2.5.4 A candidate who is not in a position to register for courses on the required date shall apply in writing to the Dean of COGS and the written permission shall be obtained PRIOR to the date of registration.

## **2.6 Continuing Candidates: Late Course Registration/Re-Activation**

- 2.6.1 As specified in clause 2.5.4, structure B and C candidates, may be allowed to register no later than the last day of add and drop period for the semester. Failing to do so, the candidature will be terminated.
- 2.6.2 For Structure A, late re-activation is subject to a penalty calculated at a daily rate. (Penalty = Fees per day x no. of days delayed after last day of add/drop period, e.g., RM2,000 x no. of days delayed / no. of days in the semester but subjected to maximum penalty of RM300)
- 2.6.3 Once a candidate exceeds maximum period of study for a programme the candidature ceases automatically. Under certain circumstances, the student shall apply for an extension three months before the maximum period ends.

## **2.7 Adding and Dropping Courses**

- 2.7.1 A candidate may add a course(s) within the first two weeks of a semester.
- 2.7.2 Adding a course after the first two weeks of the semester is not allowed.
- 2.7.3 Permission to add course(s) depends on the availability of places in the respective course.
- 2.7.4 Once registered, a candidate may drop a course(s) within the add drop period.
- 2.7.5. The tuition fee refund portion for the course is as follows:

**TABLE 2: Drop Period, Refund Portion and Transcript record /remark**

| Drop after commencement of the semester | Refund Portion                                 | Transcript record / remark |
|---|--|----------------------------|
| 0-14 days                               | Full refund<br>(credited to the next semester) | Not recorded               |
| After 14 days – week 9                  | No refund                                      | “ TD” - withdraw           |
| After week 9                            | Not allowed                                    | Recorded and graded        |

### Part 3: Credit Hours and Course Offerings (Structure B & C)

For taught courses (Structure B & C), 1 credit hour is equivalent to 1 contact hour of lecture per week. In general, 1 course is made up of 3 credit hours. The credit hours for dissertation and project are allocated to show their contribution towards the programme.

Courses offered per programme for each Structure are as below.

#### 3.1 Master Structure B (Coursework and Research)

3.1.1 Structure B (Coursework and Research) consists of 7 courses x 3 credit hours = 21 credit hours and 19 credit hours for research with a total of 40 credit hours.

##### 3.1.2 Proposed Study Plan

| STRUCTURE B                           | Semester 1       | Semester 2       | Semester 3      | Semester 4 |
|---------------------------------------|------------------|------------------|-----------------|------------|
| 7 Taught Courses<br>(21 credit hours) | (3 courses)<br>9 | (3 courses)<br>9 | (1 course)<br>3 | 0          |
| Research (19 credit hours)            | 0                | 0                | 19              |            |

##### 3.1.3 Full-time candidates:

- The above table is recommended but the taught courses may alternatively be spread over the maximum of 3 year period.
- The research is a fixed period registration. Once registered, a dissertation must be submitted at the end of 2 semesters or not exceeding 3 consecutive semesters (but subjected to RM2,000.00 administration fees if extended to 3<sup>rd</sup> semester) within the stipulated maximum duration of study.

##### 3.1.4 Part-time candidates:

- Candidates are recommended to take 2 courses (6 credit hours) per semester, but the taught courses may alternatively be spread over the maximum 4 year period.
- The research is a fixed period registration. Once registered, a dissertation must be submitted at the end of 2 semesters or not exceeding 3 consecutive semesters (but subjected to RM2,000.00 administration fees if extended to 3<sup>rd</sup> semester) within the stipulated maximum duration of study.

### 3.2 Master Structure C (Coursework and Project)

3.2.1 Structure C (Coursework and Project) consists of taught courses and project amounting to 40 credit hours.

#### 3.2.2 Proposed Study Plan

| STRUCTURE C (ENGINEERING)              | Semester 1        | Semester 2        | Semester 3       | Semester 4 |
|--|-------------------|-------------------|------------------|------------|
| 11 Taught Courses<br>(33 credit hours) | (4 courses)<br>12 | (4 courses)<br>12 | (2 courses)<br>6 | 0          |
| Project (7 credit hours)               |                   |                   | 10               |            |

| STRUCTURE C (MBA, MEM)                 | Semester 1        | Semester 2         | Semester 3       | Semester 4 |
|--|-------------------|--------------------|------------------|------------|
| 11 Taught Courses<br>(34 credit hours) | (4 courses)<br>12 | (4 courses)*<br>13 | (3 courses)<br>9 | 0          |
| Project (6 credit hours)               |                   |                    | 6                |            |

\* MGMT614 Business Research Method is 4 credit hours

#### 3.2.3 Full-time candidates:

- The above table is recommended, but the taught courses may alternatively be spread over the maximum of 3 years.
- The project is a fixed period registration. Once registered, a project report must be completed and submitted within 2 semesters. Extension to 3<sup>rd</sup> semester is allowed but subjected to RM 2, 000.00 administration fees and must be within the stipulated maximum duration of study.

#### 3.2.4 Part-time candidates:

- Candidates are recommended to take 2 courses (6 credit hours) per semester, but the taught courses may alternatively be spread over the maximum 4 years.
- The project is a fixed period registration. Once registered, a project report must be completed and submitted within 2 semesters. Extension to 3<sup>rd</sup> semester is allowed but subjected to RM 2, 000.00 administration fees and must be within the stipulated maximum duration of study.

## PART 4: Candidature

### 4.1 Attendance for taught courses

All candidates must attend at least 80% of all lectures for each course. Candidates whose attendance is less than the required 80% (unless given written permission by the Course Lecturer, Programme Head or the Dean of COGS) may be barred from final exam.

### 4.2 Assessment Structure A

4.2.1 A candidate will be given one of the following two grades at all times:

- S – Satisfactory
- U – Unsatisfactory

4.2.2 The following reasons can be given a grade U

- Failed proposal defense

- Failed to see his supervisor consistently (Full time - once every two months. Part time - once every four months).
- Failed to submit Project Proposal, Progress Report and Final Submission.

4.2.3 Any candidate given a grade U for the proposal defense and failed to obtain a grade S after a pre specified period (refer to Supervision & Viva Regulations) will be terminated from the programme.

### 4.3 Assessment Structure B&C

4.3.1 All taught courses are evaluated via the following assessment components, with the percentage contribution being fixed based on each programme or course:

- i. Coursework
- ii. Examination

4.3.2 The Coursework component for courses is given continuously throughout the semester via:

- i. Tests, quizzes, assignments, mini projects, term papers, case studies, presentations, etc.
- ii. Usually not more than 70% is allocated for such continuous assessment.

4.3.3 Dissertations and projects may be graded via the following sub-components:

- i. Proposals, interim reports, oral presentation etc.
- ii. *Viva-voce*.

4.3.4 UNITEN adopts the CGPA (Cumulative Grade Point Average) System for assessment. Assessment for all taught courses are graded according to the following scheme:

| Grade | Grade Point | Marks Range | Description   |
|-------|-------------|-------------|---------------|
| A+    | 4.00        | 90 – 100    | Distinction   |
| A     | 4.00        | 80 – 89.99  | Distinction   |
| A-    | 3.67        | 75 – 79.99  | Very Good     |
| B+    | 3.33        | 70 – 74.99  | Good          |
| B     | 3.00        | 65 – 69.99  | Pass          |
| B-    | 2.67        | 60 – 64.99  | Marginal Pass |
| C+    | 2.33        | 55 – 59.99  | Marginal Pass |
| C     | 2.00        | 50 – 54.99  | Marginal Pass |
| C-    | 1.67        | 45 – 49.99  | Fail          |
| D+    | 1.33        | 43 – 44.99  | Fail          |
| D     | 1.00        | 40 – 42.99  | Fail          |
| E     | 0.00        | Below 40    | Fail          |

4.3.5 The CGPA for a student at any particular time is calculated as follows:

$$\frac{\sum_i [Grade\ Point_i \times Credit_i]}{\sum_i Credit_i}$$

where Grade Point<sub>i</sub> refers to the grade point obtained for a registered and examined course<sub>i</sub>, and Credit<sub>i</sub> refers to the credit hours for course<sub>i</sub>, with i ranging from 1 to N = total number of courses taken so far; and  $\sum_i$  refers to the sum from 1 to N.



#### 4.4 Academic Status

A candidate is considered to have defaulted his candidature if he fails to register in any semester during his period of study.

##### Structure A

| Grade  | Academic Status      |
|--|----------------------|
| S (Satisfactory)                               | <i>Good Standing</i> |
| U (Unsatisfactory) for the first semester      | <i>Probation</i>     |
| U (Unsatisfactory) for 2 consecutive semesters | <i>Terminated</i>    |

##### Structure B&C

| CGPA   | Academic Status      |
|--|----------------------|
| 3.00 and Above   | <i>Good Standing</i> |
| Below 3.00   | <i>Probation</i>     |
| Below 2.33 in any semester<br>or<br>Below 3.00 for 2 consecutive semesters | <i>Terminated</i>    |

#### 4.5 Course Status

On the whole and at any given time, all courses registered (including for projects/ dissertations) are given a status according to the following scheme:

| Course Status        | Description   |
|----------------------|---|
| LU (Pass)            | Satisfactorily completed all the requirements for a registered course   |
| GA (Failed)          | Have not completed all the course requirements successfully.  |
| BS (Incomplete)      | Incomplete assessment and requires candidate to re-sit the examination or to complete the course.<br><br>If no other grade is given until the end of the following semester the status automatically changes to GA (Failed) |
| PK (credit transfer) | Credit transfer course  |

|                   |  |
|-------------------|--|
| TD<br>(withdrawn) | Withdrawn <u>within the stipulated period.</u><br>No grade point given nor included in the calculation for the CGPA. The course is recorded in the transcript. |
|-------------------|--|

#### 4.6 Examination Results

- 4.6.1 The final grade for a course is released to the student after Senate's endorsement.
- 4.6.2 An appeal can only be made by a student to review grade B- and below obtained in an examination for taught courses and project.
- 4.6.3 Candidates are required to fill up the remarking form with a remarking fee within two weeks of the release of the results.

### PART 5: Programme Conversion

#### 5.1 Master to another Master programme, or PhD to another PhD programme

- 5.1.1 Application for transfer to another programme at the same level has to be submitted to the Dean of COGS, and this must be done within one year of registration for full-time students and within two years for part-time students.
- 5.1.2 The application may only be considered if the candidate provides very strong justifications for such a request and that he must have not been terminated from the programme.
- 5.1.3 The maximum period of study will remain unchanged.
- 5.1.4 Please refer to the table below for example of programme conversion:

| No | Conversion From | To          | Decision (Subject to approval by COGS) |
|----|-----------------|-------------|--|
| 1  | Structure A     | Structure B | Allowed                                |
| 2  | Structure A     | Structure C | Allowed                                |
| 3  | Structure B     | Structure C | Allowed                                |
| 4  | Structure B     | Structure A | Not Allowed                            |
| 5  | Structure C     | Structure A | Not allowed                            |
| 6  | Structure C     | Structure B | Allowed                                |

#### 5.2 Master programme to a PhD programme

- 5.2.1 Application to transfer from a Master programme to a PhD programme has to be submitted to the Dean of COGS, and this must be done not earlier than six months and within one year of registration for full-time students, and not earlier than one year and within two years for part-time students.
- 5.2.2 The application has to be fully supported in writing by the Supervisor(s) and accompanied by a document that would show enough merit to cover the equivalent of the following two reports:
- i. 1 year report for Master (2 years for part-time)
  - ii. PhD proposal (usually 6 months for full-time and 1 year for part-time)
- 5.2.3 The application will be evaluated via a mini *viva-voce* by a Panel of Examiners for Conversion, to be convened by the Dean of COGS. The Panel will prepare a report with its recommendations for submission to the Senate, where the final decision will be made.
- 5.2.4 Once approved, the initial date of registration for the Master degree shall be regarded as the effective commencement date for the PhD candidate.

## **PART 6 Credit Transfer for taught courses**

### **6.1 Application**

6.1.1 Credit transfer for courses is possible and should a candidate qualify for this, all proper documentation must be prepared and submitted to COGS to be verified and accepted only in the first semester of registration.

6.1.2 A candidate may apply to obtain a credit transfer if he has passed the courses from another recognised institution, and that the courses have been accepted by UNITEN to be of a similar stature (80% similarity).

6.1.3 The application to obtain a credit transfer must be accompanied by an original transcript of the examination results and the course syllabus certified by the issuing institution.

6.1.4 Some principles adhered to:

- i. The institution from which the credits are to be transferred or substituted has to be recognised by UNITEN as an institution that can be accepted for credit transfer.
- ii. The credit transfer cannot be granted to students, who have been terminated by other universities.
- iii. The programme from the recognised institution has to be accepted by UNITEN as a programme which is worthy of credit transfer for one or more of its courses.
- iv. A course identified for credit transfer in a programme which has been recognised will have to be accepted by UNITEN as similar or nearly similar to one or more courses in a programme at UNITEN.
- v. Course(s) can only be accepted for transfer if the candidate has achieved a **minimum grade of B**. Project, Dissertation or Research will not be allowed for transfer.
- vi. The credit transfer/credit substitution can only be granted for course(s) taken **not more than 4 years** after the released date of the examination results of the course(s) applied for.
- vii. The university reserves all rights to require a candidate who is applying for the credit transfer/credit substitution to be given a written or oral examination (or both) in that particular course.
- viii. A candidate at UNITEN, who wishes to study at another recognised institution for the purpose of obtaining a credit substitution, will have to obtain a written permission from the Dean COGS.
- ix. A credit transfer will not be taken into account in the calculation of the CGPA. The CGPA will only be calculated based on the total passes at UNITEN.

### **6.2 Minimum and maximum credit transfer**

6.2.1 Any application for credit transfer will not be entertained if the course is less than 3 credit hours per semester.

6.2.2 The total credit hours for the course at UNITEN that can be given a credit transfer must not exceed the credit hours taken at the original institution.

6.2.3 The maximum total credit hours transferable is 50% of the total credits needed to graduate from a programme at UNITEN.

## PART 7: Interruption of Candidature

### 7.1 Withdrawal

- 7.1.1 A candidate may submit a written request to withdraw from a programme at anytime. The request is to be submitted to the Dean of COGS.
- 7.1.2 If the request is made and accepted within the add drop period for the semester, the student is entitled to a refund of all fees excluding the registration and other service fees.
- 7.1.3 A candidate who has withdrawn his candidature may apply for readmission by submitting a fresh application for consideration. No credit transfer is allowed.

### 7.2 Deferment

- 7.2.1 A candidate who has been certified unfit by a medical officer to proceed with his studies can apply for a deferment of candidature up to a maximum of two (2) semesters only. This deferment period will not be counted as part of the total period of study.
- 7.2.2 A candidate may also apply for deferment of candidature based on reasons other than medical, for up to a maximum of two (2) semesters only. This application must be submitted and approved by COGS, and the deferment period will not be counted as part of the total period of study.
- 7.2.3 Deferment of candidature may be granted at most twice only within a period of study. The two periods must not be consecutive, and with each duration not exceeding more than two (2) semesters. All other situations will have to be taken on a case-by-case basis and subject to Senate approval.
- 7.2.4 A deferred candidate covering a full semester will be exempt from fees for that semester if the deferment is approved within the add and drop period for the semester. No refund will be made for approved deferment after the add and drop period.

### 7.3 Termination

- 7.3.1 A student may appeal against the termination of his candidature. This is to be made in writing to the Dean of COGS and within one month of the date of termination and supported by strong justifications. The appeal will be considered by Senate, which will make the final decision.
- 7.3.2 A student who has defaulted his candidature or has been terminated by the university may apply for reinstatement. Reinstatement is subjected to approval by the University Senate. **Conditions for reinstatement are as follows:**
  - i. Good academic standing
  - ii. Free from any misconduct
  - iii. All outstanding and current fees and all other charges (including for the period the student did not register) are duly settled
  - iv. The lapsed time between defaulting/termination and reinstatement does not exceed 12 months.
- 7.3.3 The candidates for readmission/reinstatement into the same programme are not allowed for credit transfer of subjects.

## **Part 8: Graduation**

### **8.1 General Requirements for Conferment of Degree**

- 8.1.1 The Senate shall award the degree upon the recommendation of the Dean of COGS once all Requirements for Conferment of Degree as stated below have been met.
- 8.1.2 A candidate is deemed academically eligible to be conferred the degree if:
- i. All the requirements under Post-Examination/ Pre-Graduation have been met.
  - ii. Has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.
- 8.1.3 Apart from the academic requirements, all the following administrative requirements also need to be fulfilled:
- i. Is currently registered (not withdrawn, defaulted, deferred or terminated);
  - ii. Has made full settlement of fees and is free of any financial commitments and debts to the University;
  - iii. Is free from any disciplinary action or any other pending disciplinary action;
  - iv. Has made a formal application to graduate via a special form provided by COGS and has received an official verification to graduate.

### **8.2 Requirement for Structure A**

A candidate is deemed academically eligible to be conferred the degree if all the following are fulfilled:

- i. Passed viva-voce.
- ii. Take and passed research methodology course.
- iii. PhD (registered before 10 October 2015) – Published two papers in journals, OR one paper in journal plus one paper in SCOPUS indexed conference. The Contents of papers must be related to PhD research works
- iv. PhD (registered at 10 October 2015 or after) – Published (or accepted for publication) two papers in SCOPUS/ISI indexed journal. The student must be 1st or 2nd author of the papers. In the case that the student is the 2nd author, the 1st author must be one of the supervisors. Supervisors may request for more publication and targeted higher ranking journals. Name of the main supervisor must be included in the list of authors. Consult the main supervisor for names and sequence of other research members. The contents of paper must be related to PhD research works
- v. Master – Published one paper in journal OR one paper in SCOPUS indexed conference. In the case that the student is the 2nd author, the 1st author must be one of the supervisors. Supervisors may request for more publication and targeted higher ranking journals. Name of the main supervisor must be included in the list of authors. Consult the main supervisor for names and sequence of other research members. The contents of paper must be related to Master research works.
- vi. Has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

### **8.3 Requirement for Structure B**

A candidate is deemed academically eligible to be conferred the degree if all the following are fulfilled:

- i. Achieved a CGPA of not less than 3.00 calculated based on all courses taken throughout the duration of study.
- ii. Passed the necessary number of elective courses.
- iii. Passed viva-voce
- iv. An academic paper is ready (in any format) during submission of thesis for examination. It can be submitted to conference/journal for review and possible publication before or after graduation.
- v. Has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.

### **8.4 Requirement for Structure C**

A candidate is deemed academically eligible to be conferred the degree if all the following are fulfilled:

- i. Achieved a CGPA of not less than 3.00 calculated based on all courses taken throughout the duration of study.
- ii. Passed the necessary number of elective courses.
- iii. Passed the project paper.
- iv. Has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all residential requirements.
- v. No publication requirement.

## **PART 9 Academic Integrity**

### **9.1 General Statement**

9.1.1 In the tradition of scholarly pursuit, students are forbidden from committing plagiarism, fabrication and falsification of data in accordance to "8.18 Kod Tatakelakuan Pelajar, Universiti Tenaga Nasional, Jun 2010.

### **9.2 Prohibition Against Plagiarism**

9.2.1 A candidate shall not plagiarise any idea, writings, data or invention belonging to another person.

9.2.2 For the purpose of this rule, plagiarism includes:

- i. The act of taking an idea, data or an invention of another person and claiming that the idea, data or invention is the result of one's own findings or creation;  
or
- ii. An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data or an invention which has actually been taken from some other source.

9.2.3 Without prejudice to the generality of the above sub-rule, a student is considered to plagiarise when he:

- i. Publishes with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
- ii. Incorporates himself or allows himself to be incorporated as co-author of an abstract, article, scientific or academic paper, or book when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book.

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

### **9.3 Penalty**

- 9.3.1 Where a student is found to have contravened item 9.1, action will be taken against the student by the relevant authority of the University in accordance with the provisions of "Kod Tatakelakuan Pelajar, Universiti Tenaga Nasional, June 2010".

## **Part 10: General Provisions**

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

10.2 The Vice Chancellor shall consider any appeal on any of the provisions under these regulations at his discretion and he shall make any considerations and exceptions as he sees fit and deems necessary.

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