



# **ACADEMIC REGULATIONS**

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



---

*The Energy University*

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

**Ver. 14 , 25 August 2022**

## **TABLE OF CONTENTS**

<b>PART 1 : Programme Structure .....</b>	<b>1</b>
1.1 Programme Structure .....	1
<b>PART 2 : Registration, Student Status and Duration of Study .....</b>	<b>2</b>
2.1 Registration (New Candidate) .....	2
2.2 Student Status.....	2
2.3 Duration of Study .....	2
2.4 Continuing Candidates: Structure A.....	3
2.5 Continuing Candidates: Structure B and Structure C .....	3
2.6 Continuing Candidates: Late Course Registration/Re-Activation.....	3
2.7 Adding and Dropping Courses .....	4
<b>PART 3 : Credit Hours and Course Offerings (Structures B &amp; C) .....</b>	<b>4</b>
3.1 Master by Coursework and Research (Structure B) .....	4
3.2 Master by Coursework and Project (Structure C) .....	5
<b>PART 4 : Candidature .....</b>	<b>6</b>
4.1 Attendance for Taught Courses .....	6
4.2 Assessment for Structure A Programmes.....	6
4.3 Assessment for Structures B & C Programmes.....	7
4.4 Academic Status .....	8
4.5 Course Status.....	8
4.6 Examination Results.....	9
4.7 Fees .....	9
<b>PART 5 : Change of Programme of Study and Programme Conversion .....</b>	<b>10</b>
5.1 Master to Another Master Programme, or PhD to Another PhD Programme .....	10
5.2 Master to Another Master Programme (Different Field), or PhD to Another PhD Programme (Different field) .....	10
5.3 Conversion from a Master Programme to a PhD Programme .....	11
<b>PART 6 : Credit Transfer for Taught Courses.....</b>	<b>11</b>
6.1 Application .....	11
6.2 Minimum and Maximum Credit Transfer.....	12
<b>PART 7 : Interruption of Candidature .....</b>	<b>12</b>
7.1 Withdrawal.....	12
7.2 Deferment .....	12
7.3 Defaulting .....	13
7.4 Termination .....	13
<b>PART 8 : Graduation .....</b>	<b>13</b>
8.1 General Requirements for Conferment of Degree .....	13

8.2	Requirement for Structure A Programme.....	14
8.3	Requirement for Structure B Programme.....	15
8.4	Requirement for Structure C Programme.....	15
<b>PART 9 : Academic Integrity .....</b>		<b>15</b>
9.1	General Statement .....	15
9.2	Prohibition Against Plagiarism .....	15
9.3	Penalty .....	16
<b>PART 10 : General Provisions.....</b>		<b>16</b>

## **LIST OF TABLES**

Table 1 :	Programme Structures.....	1
Table 2 :	Student Status .....	2
Table 3 :	Duration of Study.....	3
Table 4 :	Adding and Dropping Courses.....	4
Table 5 :	Proposed Study Plan.....	4
Table 6:	Proposed Study Plan for Engineering Programme .....	5
Table 7 :	Proposed Study Plan for MBA and MEM Programme .....	5
Table 8 :	Proposed Study Plan for MENM Programme.....	5
Table 9:	Assessment based on CGPA.....	7
Table 10:	Academic Status (Structure A Programme).....	8
Table 11:	Academic Status (Structures B and C Programme) .....	8
Table 12 :	Course Status .....	8
Table 13:	Programme Conversion .....	9
Table 14:	Requirement for Structure A Programme .....	13

## PART 1 : Programme Structure

### 1.1 Programme Structure

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

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

- College of Engineering (COE)
- College of Computing and Informatics (CCI)
- College of Business Management and Accounting (COBA)

1.1.3 The programmes are offered in the following structures as presented in Table 1:

Table 1 : Programme Structures

Programme	Credit hours	Description
<b>PhD Structure A (Full Research)</b>	N/A	Candidates must attend and pass 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 (Full Research)</b>	N/A	Candidates must attend and pass 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 (Coursework and Research)</b> <ul style="list-style-type: none"> <li>• <i>Electrical Engineering</i></li> <li>• <i>Information Technology</i></li> <li>• <i>Software Engineering</i></li> </ul>	41 40 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 (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 should be at least 75%.

*\*For Structure A and B programmes, 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 right to terminate the candidature.

### 2.2 Student Status

A candidate may register as either a full-time or a part-time student as defined in Table 2:

Table 2 : Student Status

	Full Time	Part Time
<b>Structure A</b>	Register and be present for 2 semesters per year*	Register for each semester and fulfill the academic residential requirement of at least 1 semester during the duration of study in addition to 10 working days per year*
<b>Structure B</b>	Register and attend classes for at least 9 credit hours in each of Semesters I & II. (maximum allowed is 12 credit hours per semester)	Register and attend classes for at least 3 credit hours in each of Semesters I & II. (maximum allowed is 6 credit hours per semester)
<b>Structure C</b>	Register and attend classes for at least 9 credit hours in each of Semesters I & II. (maximum allowed is 15 credit hours per semester )	Register and attend classes for at least 3 credit hours in each of Semesters I & II. (maximum allowed is 6 credit hours per semester)

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

### 2.3 Duration of Study

- 2.3.1 A candidate must graduate within the minimum and maximum duration of study.
- 2.3.2 A candidate may apply to convert from full-time to part-time, and vice-versa before the end of the maximum duration of study.

2.3.3 The minimum and maximum duration of studies are presented in Table 3:

Table 3 : Duration of Study

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) – Structures B & C	2	4

2.3.4 Once a candidate exceeds the maximum duration of study for a programme, the candidature ceases automatically. The candidate may apply for reinstatement at least three months before the end of the maximum duration of study. Reinstatement is subjected to approval by the University Senate (refer to 7.4.1).

## 2.4 Continuing Candidates: Structure A

2.4.1 A candidate is required to re-register 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 candidate is considered to have defaulted, and the University shall have the right to terminate the candidature. A candidate who has defaulted may apply to re-activate the candidature (refer to 7.3.2). A candidate who has been terminated may apply to reinstate the candidature (refer to 7.4.1).

## 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 within the add and drop period of each semester, except for candidates who 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 candidate is considered to have defaulted, and the University shall have the right to terminate the candidature. A candidate who has defaulted may apply to re-activate the candidature (refer to 7.3.2). A candidate who has been terminated may apply to reinstate the candidature (refer to 7.4.1).

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

2.6.1 A candidate who is not in a position to register for courses within the add and drop period of each semester shall apply in writing to the Dean of COGS PRIOR to the end date of add and drop period. Failing to do so, the candidate is considered to have defaulted. A candidate who has defaulted may apply to re-activate the candidature (refer to 7.3.2).

2.6.2 For candidates in Structure A programmes, late re-registration is subject to a penalty calculated at a daily rate. (Penalty = RM10 x no. of days delayed after the last day of re-registration, with a maximum penalty of RM300).

## 2.7 Adding and Dropping Courses

- 2.7.1 A candidate may add a course(s) within the add and drop period of each 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 and drop period.
- 2.7.5 The tuition fee refund portion for the course is as presented in Table 4:

Table 4 : Adding and Dropping Courses

Drop after commencement of the semester	Refund Portion	Transcript record / remark
0-14 days	Full refund (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 (Structures B & C)

For taught courses (Structures 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 allocated for dissertation and project reflect their contribution to the total credit hours of the programme.

Courses offered per programme for each Structure are presented in 3.1 and 3.2 .

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

3.1.1 Master by Coursework and Research (Structure B) programme consists of 7 courses x 3 credit hours = 21 credit hours plus 20 credit hours (for IT programmes) and 20 credit hours (for Engineering programmes) for research with a total of 40 and 41 credit hours respectively.

3.1.2 The proposed study plan is presented in Table 5.

Table 5 : Proposed Study Plan

STRUCTURE B	Semester 1	Semester 2	Semester 3	Semester 4
7 Taught Courses (credit hours)	(3 courses) 9	(3 courses) 9	(1 course) 3	0
Dissertation (credit hours)	0	0	20	

### 3.1.3 Full-time candidates:

- The proposed study plan in Table 5 is recommended but the taught courses may alternatively be spread over the maximum of 3 years period.
- The dissertation is a fixed period registration. Once registered, a dissertation must be completed and submitted within 2 consecutive semesters. Extension to 3rd semester is allowed but subjected to RM2,000.00 administration fees and must be within the stipulated maximum duration of study. Candidate may apply to re-register for the project if it is not completed within 3 semesters (subject to approval by college management).

### 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 completed and submitted within 2 consecutive semesters. Extension to 3rd semester is allowed but subjected to RM2,000.00 administration fees and must be within the stipulated maximum duration of study. Candidate may apply to re-register for the project if it is not completed within 3 semesters (subject to approval by college management).

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

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

### 3.2.2 Proposed Study Plan

Table 6: Proposed Study Plan for Engineering Programme

STRUCTURE C (ENGINEERING)	Semester 1	Semester 2	Semester 3
10 Taught Courses (30 credit hours)	4 courses (12 credit hours)	4 courses (12 credit hours)	2 courses (6 credit hours)
Project (10 credit hours)		10	

Table 7 : Proposed Study Plan for MBA and MEM Programme

STRUCTURE C (MBA, MEM)	Semester 1	Semester 2	Semester 3
11 Taught Courses (33 credit hours)	4 courses (12 credit hours)	4 courses (12 credit hours)	3 courses (9 credit hours)
Project (7 credit hours)		3	4

Table 8 : Proposed Study Plan for MENM Programme

Structure C (MENM)	Year 1			Year 2		
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3
12 Taught courses (34 credit hours)	2 courses (6 credit hours)	2 courses (6 credit hours)	2 courses (4 credit hours)*	2 courses (6 credit hours)	2 courses (6 credit hours)	2 courses (6 credit hours)
Project (6 credit hours)				6		

\*Seminar with 1 credit hour

### 3.2.3 Full-time candidates:

- The proposed study plan in Table 6, 7 and 8 are recommended, but the taught courses may alternatively be spread over the maximum of 3 years period.
- The project is a fixed period registration. Once registered, a project report must be completed and submitted within 2 consecutive semesters. Extension to 3<sup>rd</sup> semester is allowed but subjected to RM2,000.00 administration fees and must be within the stipulated maximum duration of study. Candidate may apply to re-register for the project if it is not completed within 3 semesters (subject to approval by college management).

### 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 consecutive semesters. Extension to 3<sup>rd</sup> semester is allowed but subjected to RM2,000.00 administration fees and must be within the stipulated maximum duration of study. Candidate may apply to re-register for the project if it is not completed within 3 semesters (subject to approval by college management).

## **PART 4 : Candidature**

### **4.1 Attendance for Taught Courses**

All candidates must attend at least 80% of all lectures for each course. Attendance is recorded for every scheduled class. Any excused absences must be accompanied with a valid medical certificate (MC) and/or letter from the related authority in knowledge of your class absence.

Failure to attend classes may result in the following:

- missing out on class tests, lab work and course assessments
- missing out on group projects and delegated tasks
- losing course marks unnecessarily
- having lower chances at borderline grades
- running the risk of having sponsorship terminated
- facing larger consequences on academic performance

International candidates who do not meet the minimum 80% attendance will not be able to renew visa as part of the Malaysian immigration requirements.

Candidates for Open Distance Learning (ODL) programmes must attend all the synchronous sessions and must achieve at least 80% of the course progress.

### **4.2 Assessment for Structure A Programmes**

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 will be given a grade U

- A candidate fails the proposal defense
- A candidate who fails to achieve a satisfactory evaluation for his/ her progress report due to the followings:
  - A candidate has not been in regular contact with supervisor
  - A candidate fails to meet the agreed targets set with the supervisory committee

4.2.3 A candidate given a grade U for the proposal defense and failed to obtain a grade S after two additional attempts will be terminated from the programme.

4.2.4 A candidate given a grade U for two consecutive semesters for the progress report will be terminated from the programme.

### 4.3 Assessment for Structures B & C Programmes

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, 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; and/or
- 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 scheme presented in *Table 9*.

Table 9: Assessment based on CGPA

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:

$$\frac{\sum_i [\text{Grade Point}_i \times \text{Credit}_i]}{\sum_i \text{Credit}_i}$$

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.

4.3.6 Passing grade is C and above. Failing a core or compulsory course requires the student to repeat the same course. If the student fails an elective course, the same course can be repeated or another elective course can be taken to replace the failed elective course.

#### 4.4 Academic Status

The academic status for Structure A programme candidate is presented in Table 10:

Table 10: Academic Status (Structure A Programme)

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>

The academic status for Structures B and C programme candidate is presented in Table 11:

Table 11: Academic Status (Structures B and C Programme)

CGPA	Academic Status
3.00 and Above	<i>Good Standing</i>
Below 3.00	<i>Probation</i>
Below 2.33 in any semester or 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 scheme presented in Table 12:

Table 12 : Course Status

Course Status	Description
LU (Pass)	Fulfilled all the requirements for a registered course.
GA (Failed)	Have not fulfilled all the course requirements successfully.
BS (Incomplete)	Incomplete assessment and requires candidate to re-sit the examination or to complete the course.  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 (Withdrawn)	Withdrawn <u>within the stipulated period</u> . 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 be made by a student to review the grade obtained in an examination for taught courses and project. This can be done by filling up the remarking form.
- 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.

## 4.7 Fees

### 4.7.1 Structure A

- Fees are to be collected per semester
- All students are required to pay the full semester fees at least two weeks prior to the commencement of the final examination or the submission of the progress report. International students must pay their first semester fees in advance.
- A standard duration for expected completion is established for each type of candidature.
- Full tuition fees are distributed over the standard duration and collected on a per-semester basis within that period
- Any remaining tuition fees are waived in the event of early completion (submission of COGS17).
- Additional fees will be imposed for each semester beyond the standard duration.
- The viva voce fees are RM2,500.00 for PhD programmes and RM1,250.00 for Master's programmes
- A student who is required to re-submit or undergo a re-viva will have to pay the full tuition fees for the following semester until the submission of the COGS17 form.
- A student who is required to undergo a re-viva must pay a viva voce fee of RM2,000.00 for PhD programmes and RM800.00 for Master's programmes

### 4.7.2 Structure B and C

- Structures B & C: Same as above, plus no right to attend classes and to sit for coursework and examination, the marks for which will be set to 0 without possibility of appeal.
- Fees are charged for credits registered per semester.
- The viva voce fee for the Master in Information Technology (MIT) programme is RM1,000.00

## **PART 5 : Change of Programme of Study and 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 Refer to the Table 13 for programme conversion that are permitted.

Table 13: 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 to Another Master Programme (Different Field), or PhD to Another PhD Programme (Different field)**

- 5.2.1 The candidate must have met the requirements for the new program applied.
- 5.2.2 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 candidates and within two years for part-time candidates.
- 5.2.3 The application may only be considered if the candidate provides very strong justifications for such a request and the candidate must have not been terminated from the programme.
- 5.2.4 The maximum period of study will remain unchanged.
- 5.2.5 The application is subject to approval by the College management.
- 5.2.6 International candidate must WITHDRAW from the program and reapply for the new program via UNIApps in order to submit for new VAL application.

## 5.3 Conversion from a Master Programme to a PhD Programme

- 5.3.1 Application to transfer from a Master programme to a PhD programme must fulfill the following requirements:
- i. Obtained a CGPA of 3.67 at Bachelor's degree level.
  - ii. Published at least 1 ISI journal or conference (science) and 1 SCOPUS / ISI journal or conference (social science) paper related to the Master's thesis.
- 5.3.2 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 candidates, and not earlier than one year and within two years for part-time candidates.
- 5.3.3 The application has to be fully supported in writing by the Supervisor(s) and accompanied with the following documents that should show sufficient merit for the conversion to be considered:
- i. A report on the progress of the Master's work that clearly highlights the achievement of the objectives and the contribution of the work.
  - ii. PhD proposal.
- 5.3.4 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 (or appointed representative). The Panel will prepare a report with its recommendations for submission to the Senate, where the final decision will be made.
- 5.3.5 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. Credit transfer cannot be granted to students who have been terminated by UNITEN or 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 (80% content similarity).
  - v. Course(s) can only be accepted for transfer if the candidate has achieved a **minimum grade of B**. Project Report, Dissertation or Thesis 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 of 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 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 of the courses 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 any time. The request is to be submitted to the Dean of COGS.
- 7.1.2 If the request is made and accepted within the add and 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 new application for consideration.

### **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 deferments must not be applied in consecutive 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 exempted 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.
- 7.2.5 A candidate whose candidature has been reinstated by the University Senate is not permitted to defer his/her study.

### **7.3 Defaulting**

- 7.3.1 A candidate is considered to have defaulted candidature if the candidate fails to register in any semester during the period of study.
- 7.3.2 A candidate who has defaulted candidature may apply for reactivation of candidature status. Reactivation is subjected to approval by COGS. Conditions for reactivation 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 candidate did not register) are duly settled.
  - iv. For candidates in Structure A programs, the application has to be fully supported in writing by the Supervisor(s).
  - v. The lapsed time between defaulting and reactivation does not exceed 6 months. Otherwise the candidature will be terminated.

### **7.4 Termination**

- 7.4.1 A candidate who has been terminated by the university may appeal for reinstatement. This is to be made in writing to the Dean of COGS and must be supported by strong justifications. 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 candidate did not register) are duly settled.
  - iv. The lapsed time between defaulting/termination and reinstatement does not exceed 12 months.

## **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:
- i. All the requirements under Post-Examination/ Pre-Graduation have been met.
  - ii. Candidate has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all academic residential requirements.
- 8.1.2 Apart from the academic requirements, all the following administrative requirements also need to be fulfilled:
- i. Candidate is currently registered (not withdrawn, defaulted, deferred or terminated).
  - ii. Candidate has made full settlement of fees and is free of any financial commitments and debts to the University.
  - iii. Candidate is free from any disciplinary action or any other pending disciplinary action.

## 8.2 Requirement for Structure A Programme

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

- i. Passed *viva-voce*
- ii. Attended and passed Research Methodology course.
- iii. Passed proposal defense.
- iv. The candidate has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all academic residential requirements
- v. Publication requirements are presented in Table 14.

Table 14: Requirement for Structure A Programme

Program	* Requirements
PhD (Registered before 10 October 2015)	<ul style="list-style-type: none"> <li>• Published two (2) journal papers, <b>OR</b></li> <li>• Published one (1) journal paper and one (1) SCOPUS-indexed conference paper.</li> </ul>
PhD (Registered between 10 October 2015 till 21 August 2022)	<ul style="list-style-type: none"> <li>• Published two (2) SCOPUS / ISI- indexed journal papers.</li> </ul>
PhD (Registered on or after 22 August 2022)	<ul style="list-style-type: none"> <li>• Published two (2) Web of Science-indexed journal papers, <b>OR</b></li> <li>• Published one (1) Web of Science-indexed journal paper and one (1) SCOPUS-indexed journal paper for the following programmes:               <ul style="list-style-type: none"> <li>– Doctor of Philosophy (Engineering),</li> <li>– Doctor of Philosophy in Information and Communication Technology.</li> </ul> </li> <li>• Published two (2) Web of Science- indexed journal papers, <b>OR</b></li> <li>• Published one (1) Web of Science-indexed journal paper and one (1) SCOPUS-indexed journal paper, <b>OR</b></li> <li>• Published two (2) SCOPUS-indexed journal papers for the following programme:               <ul style="list-style-type: none"> <li>– Doctor of Philosophy (Business Management).</li> </ul> </li> </ul>
Master (Registered before 22 August 2022)	<ul style="list-style-type: none"> <li>• Published one (1) journal paper, <b>OR</b></li> <li>• Published one (1) SCOPUS-indexed conference paper.</li> </ul>
Master (Registered on or after 22 August 2022)	<ul style="list-style-type: none"> <li>• Published one (1) Web of Science-indexed journal paper, <b>OR</b></li> <li>• Published one (1) SCOPUS-indexed journal paper.</li> </ul>

\* Candidates should provide proof that publications have been uploaded to UNITEN Publication System

### Additional Publication Criteria:

- The content of all papers must be related to the research topic of the candidate.
- The candidate must be the first or second author of the papers. If the candidate is the second Author, the first author must be one of the supervisors. The name of the main supervisor must be included in the list of authors.
- For **PhD programmes**: The publications must consist of either two (2) research articles, **OR** one (1) research article and one (1) review article, in journals indexed as specified in the table above.
- For **Master's programmes**: The publication must consist of one (1) research article **OR** one (1) review article, in journals indexed as specified in the table above.

### 8.3 Requirement for Structure B Programme

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 academic residential requirements.

### 8.4 Requirement for Structure C Programme

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 master project.
- iv. Has completed the minimum period of study and not exceeded the maximum period allowed, as well as satisfied all academic residential requirements.

## PART 9 : Academic Integrity

### 9.1 General Statement

9.1.1 In the tradition of scholarly pursuit, candidates are forbidden from committing plagiarism, fabrication and falsification of data in accordance to "8.18.1 Kod Tatakelakuan Pelajar, Universiti Tenaga Nasional, pindaan 2017."

### 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 candidate is considered to plagiarise when the candidate:

- 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. Submits any written documents in print or electronic form which contains plagiarized materials during any stage of research work.
- iii. 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.
- iv. 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.
- v. 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.
  - vi. 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.
  - vii. 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.
  - viii. 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
  - ix. 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 candidate is found to have contravened item 9.1, action will be taken against the candidate by the relevant authority of the University in accordance with the provisions of "8.18.1 Kod Tatakelakuan Pelajar, Universiti Tenaga Nasional, pindaan 2017".

### **PART 10 : General Provisions**

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

---- END OF MAIN DOCUMENT ----