Postgraduate
Academic Handbook
2017/2018 SESSION
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GENERAL INFORMATION

UNIVERSITI UTARA MALAYSIA

When rumours started to float concerning the establishment of a university and especially after Tun Daim Zainuddin announced that a university would be established in the state of Kedah, public response was very encouraging indeed. As of July 1983, there were only five public universities in Malaysia and they were certainly not enough to cater for the educational needs of the country. For that reason, the then Prime Minister, Yang Amat Berhormat Dato’ Seri Dr. Mahathir Mohamad, directed the Ministry of Education to set up a task force to conduct a study on “The Sixth University Project” and a comprehensive working paper was prepared on 16 August 1983. Apart from helping meet the educational needs of the nation, Dr. Mahathir hoped that the establishment of a university in the Sintok Valley, which had been infamous as the former lair of communist insurgents, would help transform the “black area” into a dynamic centre of growth. He saw the potential for the valley to be developed into a seat of learning which would, in turn, catalyse the economic growth of the valley and help build a future of excellence for the nation. Thus, in pursuit of an ideal, the establishment of Universiti Utara Malaysia (UUM) began.

On 1 October 1983, a task force for “The Sixth University Project” headed by Mr. Abdul Hamid Ayob, the Kedah State Education Director at that time, was set-up to supervise and handle the project with four other officials from the Ministry of Education. The headquarters for this special task force was based in Kuala Lumpur and they operated in Alor Setar as well as in Kuala Lumpur.

Yang Berhormat Dato’ Khalil Yaakub, the Deputy Minister of Education at that time, as the Chairman of the Development Committee, was entrusted with the task of negotiating with the Kedah State government to identify a location for the provisional campus of the new university. On 16 October 1983, the Cabinet approved the project and assigned the Kedah State Development Corporation (PKNK) to undertake the construction of the campus.

Finally, on 19 October 1983, the Cabinet gave its official approval for “The Sixth University Project” in Kedah. On 11 January 1984, His Majesty, Seri Paduka Baginda Yang di-Pertuan Agong, graciously signed the order for the establishment of Universiti Utara Malaysia (1984 Incorporation Statutory Order) and also the order for Universiti Utara Malaysia (1984 Campus or Campus Order). A few months later, on 15 February 1984, a pro-tem office for the sixth university was set-up at the Kubang Pasu UMNO Building in Jitra.

UUM officially became the sixth university of the country on 16 February 1984 and it was the only university given the mandate to focus on the field of management. Prof. Tan Sri Dato’ Dr. Awang Had Salleh, a renowned academic of high calibre and a literary figure, was given the honour of being the first Vice-Chancellor of the sixth public university. On 7 April 1984, His Majesty, Tuanku Abdul Halim Mu’adzam Shah Ibni Almarhum Sultan Badlishah, the Sultan of Kedah was appointed as the Chancellor of UUM.
UUM began operations at the Kubang Pasu UMNO Building in Jitra, Kedah. It was in this building that Tan Sri Awang Had Salleh devised his initial administration plan. Four months later, in June 1984, the UUM office was relocated to the Darul Aman campus, Jitra, to welcome the first batch of students in July 1984.

The provisional UUM campus was built on an area extending 62 acres, in the Darul Aman town, situated 18 kilometers to the north of Alor Setar and approximately 5 kilometers from Jitra. By the time the move to the Darul Aman campus was underway, planning for the construction of the permanent UUM campus had already begun. An area of 1,061 hectares in the Kubang Pasu District, about 28 kilometers to the north of the provisional campus, in an area called Sintok, was identified for the purpose.

When the Sintok valley was gazetted as a “white area”, i.e. free from communist activities, in December 1988, the construction of the permanent UUM campus, referred to as the Sintok campus, commenced. The Prime Minister gave a directive that the construction was to be completed in 18 months, which meant that the construction was to be completed by July 1990 when the new academic session was to begin. After exactly 18 months, Dr. Mahathir himself was on-site at the Sintok campus to monitor the progress of the construction of the RM580 million-campus. Due to some unavoidable circumstances such as the problem of getting enough construction workers, UUM was only able to commence operations in the Sintok campus two months later, on 15 September 1990, with the registration of new students for the 1990/91 academic session and the return of senior students a week after that.

The Sintok campus, watered by the Sintok River and the Badak River, is a former tin mining area. It is surrounded by beautiful lush tropical forests and undulating hills. The campus is situated 48 km to the north of Alor Setar and 10 km to the east of Changlun, a small town situated close to the Malaysia-Thai border, along the Malaysian North-South Highway.

The Sintok campus was officially opened on 17 February 2004 by the Royal Chancellor, His Royal Highness Sultan Abdul Halim Mu’adzam Shah. The main buildings of the campus are the Academic Colleges, the Sultanah Bahiyah Library, the Chancellery, the Sultan Badlishah Mosque, the Mu’adzam Shah Hall, the Tan Sri Othman Hall, the Sports Complex, the Varsity Mall, the Budi Siswa building, and the Convention Complex.

As the campus is situated far from the madding crowd, UUM has ensured that its students receive adequate accommodation. At present, UUM has 15 Student Residential Halls (SRH), which, all together, house 20,000 students. The SRHs are MAS, Tenaga Nasional, Tradewinds, Petronas, EON, MISC, Sime Darby, BSN, TM, Proton, Maybank, Yayasan Albukhary, Bank Muamalat, Bank Rakyat, and SME Bank.

Apart from these, UUM also has comfortable accommodation available at the University Inn and the SRHs which can be rented during semester break. In addition, the EDC-UUM, which is located near the main entrance of the campus, offers comfortable accommodation for visitors. Mindful of the welfare and need for accommodation among its personnel, the University has built about 600 housing units of various types for a sizeable portion of its workforce.
An area encompassing 107 hectares of forest reserve land at UUM has been developed into various facilities to attract tourists to the northern region. Among these facilities are a picnic area, a nine-hole golf course, a go-kart circuit, a shooting and archery range, a deer park and an equestrian site. UUM declares its campus as an open campus. The public and tourists are welcome to visit and utilise the available facilities on campus.

In January 2008, a restructuring of the university academic system was undertaken to increase the number of postgraduate students and to hoist the UUM flag in the international academic arena. In this restructuring exercise, 13 faculties were merged and streamed into three main Academic Colleges, namely UUM COB (UUM College of Business), UUM CAS (UUM College of Arts and Sciences), and UUM COLGIS (UUM College of Law, Government and International Studies).

Ever since its establishment 33 years ago, UUM has continued to add feathers to its cap through attaining numerous outstanding awards. Among them are the autonomous status, Top Business School, Islamic Finance Awards (GIFA), ASEAN-QA, Setara Tier 5 and other national and international recognitions. The development that the community of the Sintok Valley now enjoys derives from the establishment of UUM. This would not have been possible if not for the vision of the former Prime Minister, Dr. Mahathir Mohamad, which transformed a remote area in the northern reaches of the nation and placed it on the world map. Furthermore, UUM also adds significant impetus to the educational development of Malaysia by producing much needed human capital for the nation, especially in the field of management.

Even though UUM has clocked 33 years in the field of education, it has a long way to go yet to achieve the many more goals it has set for itself. Judging by the degree of commitment and cooperation that every member of the UUM community has shown thus far, it is just a matter of time before UUM is unequivocally acknowledged the world over as an “Eminent Management University”.
THE UNIVERSITY OBJECTIVES

Universiti Utara Malaysia was established to primarily develop and promote management education in the country. Its academic programmes are especially geared towards providing a broad spectrum of academic knowledge and intellectual skills in the areas of management, accounting, economics, information technology, public administration, human resource management, entrepreneurship, finance and banking, law, marketing, technology management, applied linguistics, communication, social work, multimedia, education, decision science, international affairs, business management, tourism, muamalat administration, development management, logistics and transportation, hospitality, risk and insurance management, media technology, agribusiness management science, business mathematics, industrial statistics, and counselling.

Universiti Utara Malaysia also acts as a catalyst for socio-economic development in the northern region of Peninsular Malaysia. It is envisaged that the University’s excellent infrastructure, state-of-the-art facilities, and pool of international human resources will provide the much needed impetus to develop and sustain most, if not all, socio-economic activities in the region.

In addition to its core business of providing quality teaching, conducting extensive research, and promoting a culture of scholarly publications, the University will contribute to the social, economic, and intellectual development of communities beyond the campus. The University has a crucial role to play when engaging the surrounding local communities in community-based projects, and in developing or strengthening community-university partnerships through collaboration with other government agencies and the private sector.

The University’s objectives are embodied in the following three major thrusts:
• To be the centre of excellence in the field of management.
• To be the leading referral centre for all aspects of management scholarship and practice.
• To be the premier resource centre in the field of management.

VISION

To become an Eminent Management University.

MISSION

We educate leaders with holistic characteristics to serve the global community.
CLIENT CHARTER

Towards realising the University’s vision to be a Management University of world-class standing, and in line with its motto “SCHOLARSHIP, VIRTUE, SERVICE”, and with God Almighty’s blessing, we hereby pledge with complete resolve and commitment, to honour our clients’ rights as follows:

To the Students
To provide education, facilities, and the best management system based on established standards.

To the Staff
To provide students who are capable.
To provide the best facilities to aid work procedures; and
To give appropriate incentives and opportunities, with equality, to expand knowledge for staff development and progress.

To the Nation
To provide potential human resources to meet the nation’s needs.
To provide training, research, and consultancy services to promote the growth and development of knowledge.
THE UNIVERSITY PHILOSOPHY

Cognizant of the fact that God will not change the destiny of a people until the people themselves endeavour to change it;

Appreciating that Malaysia has been blessed with a bounty of wealth in terms of both human and natural resources;

Realizing that both these resources must be under a stewardship which strives to do its best to manage these resources as effectively as possible; that the key to success is planning, management, monitoring, re-evaluation, and adherence to knowledge, science and technology;

Convinced that humankind cannot subsist merely on material progress without humanitarian qualities, civility, and conviction of faith; that natural resources cannot be allowed to be exploited to the extent of threatening human civilisation itself;

Universiti Utara Malaysia dedicates itself to the goal of nurturing graduates who have the ability and leadership qualities of the highest degree in planning and managing human and natural resources scientifically and creatively for the prosperity and peace of the people, harmony of the nation, and peace throughout the world.

The University resolves to foster excellence in scholarship, research, publication, and service to society especially in its efforts to develop, organise and manage human and natural resources efficiently.

Over and above this, the University aspires to nurture well-rounded graduates with scholastic, social, and humanistic qualities, individuals who are well balanced in their make-up, always guided by sublime and noble values.

Towards achieving the above, the University and its community of students and staff will embrace wholeheartedly the values embodied in its motto: SCHOLARSHIP, VIRTUE, SERVICE.

UUM STRATEGIC PLANNING

As an Eminent Management University, Universiti Utara Malaysia has centred its 2016 - 2020 Strategic Plan as follows:

1. Enhancing Scholarship and Internationalisation.
2. Developing Human Capital and Talent Management.
3. Focusing on the Holistic Development of Students.
Q Policy

We, the community of Universiti Utara Malaysia, are hereby committed to uphold quality by providing service that is highly satisfactory to both our clients and stakeholders. We pledge to continuously provide education and a quality management system of excellence according to set standards in producing human resource that is committed to ‘Scholarship, Virtue, Service’ as our guiding principles.

Q Slogan

To nurture the ethos of quality and develop individuals who are committed to the guiding principles of “Scholarship, Virtue and Service”.

MSC Status

On 22 April 1999, UUM succeeded in obtaining the MSC status for its academic programmes. These programmes are:
• Bachelor of Multimedia with Honours
• Bachelor of Technology Management with Honours
• Bachelor of Decision Science with Honours
• Bachelor of Information Technology with Honours
• Bachelor of Accounting (Information Technology) with Honours
• Bachelor of Management with Education (Information Technology) with Honours

MS ISO 9001: 2008 Status

UUM obtained the MS ISO 9002:1994 certification from SIRIM QAS International Sdn. Bhd. on 13 December 2001. The certification covers the area concerning the provision of tertiary education, research, consultancy, and publication.

In 2003, UUM underwent a transition from MS ISO 9002:1994 to MS ISO 9001:2000. Then, from 7 till 9 December 2009, auditing of the quality management system was conducted by SIRIM officials. As a result, UUM succeeded in obtaining the MS ISO 9001:2008 certification on 11 February 2010. The certification encompasses the following areas:

i. Design and development of the undergraduate education programme.
ii. Provision of educational services for undergraduates.
iii. Provision of research, consultancy, publication, and library services as well as other support services.
UNIVERSITY LOGO AND DEFINITION

DESIGN

The University’s logo resembles a shield shaped like the nib of a pen. Within the shield, there are curved and vertical lines, and right in the centre there are six oval shapes that represent, among others, six grains of rice. The background colour of the shield is dark blue while the vertical and curved lines are white. If the logo is on a flag, the background colour surrounding the shield should be light blue.

INTERPRETATION

First: The shield which is shaped like the nib of a pen symbolises UUM as an institution of education and knowledge. The nib of the pen also symbolises the proactive nature of knowledge. The University does not only formulate knowledge, but also disseminates knowledge through teaching, research, consultation, and publication.

Second: The white lines represent the initial letters of the University’s name. The U-shaped line at the bottom stands for “University”, while the second curved line, the smaller “U”, stands for “Utara”. On top of these curved lines, there are two curved lines and a vertical line in between shaped like an “M”, which stands for “Malaysia”. All together, the lines represent the University’s acronym – UUM.

Third: Inside the University’s logo, the University’s motto “ILMU BUDI BAKTI” is inscribed. The two curved lines at the bottom of the shield also symbolise sheets of paper which carry the meaning of “ILMU” or scholarship. The six yellow ovals in the centre of the shield represent “BUDI” or virtue as reflected in the Malay proverb - *Ikut resmi padi, semakin berisi semakin tunduk* (As the grains of rice on a stalk of paddy mature, become heavier, and tilt the stalk downwards, making it bow, so should those who increase their knowledge, evince humility). The three lines at the top of the shield symbolise “BAKTI” or services rendered whether individually or collectively to one’s faith, society and nation.
Fourth: The three oval lines surrounding the shield symbolise universal moral values which guide members of the campus community.

Fifth: The yellow colour within the oval lines and around the shield represents the campus community’s loyalty to the King and nation.

Sixth: The white colour inside the logo, surrounding the shield, symbolises a clean, efficient, and trustworthy University management.

Seventh: The blue colour represents solidarity among the members of the campus community.

Eighth: The white colour inside the five lines symbolises the five Pillars of Islam.

Ninth: Besides representing “BUDI”, the six yellow ovals in the centre of the shield also symbolise the six Principles of Faith.

Tenth: Finally, the two blue dots symbolise the University’s excellence and uniqueness as a management university.
THE UNIVERSITY MACE

The University’s Mace was handed over by His Royal Highness the King of Malaysia to the University through the Minister of Education at the Bukit Serene Palace, Johor Bahru, on 14 July 1988.

Concept

The simple design symbolises the agility and dynamism in the implementation of Universiti Utara Malaysia activities.

Rationale

The Universiti Utara Malaysia’s mace comprises five parts.

**The first part** has five smooth surfaces symbolising Islam and Rukun Negara, and is shaped like a torch that is perpetually aflame, thus, symbolising life. The five smooth surfaces are inscribed with the motifs below:

- The Insignia of the Malaysian Government
- The Logo of Universiti Utara Malaysia
- The National flower
- The University’s name in calligraphy
- The Torch, symbolising scholarship

**The second part** is shaped like a bowl. Its surface is decorated with the form of rice grains that have just matured, to symbolise ‘BUDI’ or virtue. On top of the bowl, there are three feathers which symbolise the quill of knowledge. The bowl is adorned with sapphires reflecting the blue colour in the UUM logo.

**The third part** symbolises the staff of authority which is strong and is the basis of stability for the development of knowledge.

**The fourth part**, which is the end of the staff, has three blades of the Jawa Demam Kris arranged in a triangular shape. The tips of the blades are all pointed towards one direction and symbolise unity in facing a situation.

**The fifth part** is shaped like a hemisphere and is symbolic of the University’s purpose. Its surface is adorned with Malay motifs.
**POSTGRADUATE DIPLOMA PROGRAMME**

Applicants for the Postgraduate Diploma programme must possess:

a) a bachelor’s degree from Universiti Utara Malaysia; or

b) a bachelor’s degree or its equivalent from any other universities recognised by Universiti Utara Malaysia; or

c) any other equivalent qualifications recognised by Universiti Utara Malaysia.

**MASTER PROGRAMME**

1. **MASTER’S PROGRAMME BY RESEARCH**

Applicants for master’s programme by research must possess:

a) a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of [2.00 to 2.74 and relevant work experience]; or

c) any other equivalent qualifications recognised by the University Senate; and

d) fulfil the English language requirement as set by the University Senate.

2. **MASTER’S PROGRAMME BY COURSEWORK AND MIXED MODE**

(A) **Master’s programme at UUM College of Arts and Sciences (UUM CAS) and Master’s programme at UUM College of Law, Government and International Studies (UUM COLGIS)**

Applicants for a Master’s programme at UUM CAS and UUM COLGIS must possess:

a) a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or
b) a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of **2.00 to 2.74** and relevant work experience; or

c) a diploma from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience, 35 years or older** and passed **APEL assessment (level 7)**; or

d) any other equivalent qualifications recognised by the University Senate; and

e) fulfil the English language requirement as set by the University Senate.

(B) **Master’s programme at UUM College of Business (UUM COB)**

Applicants for a Master’s Programme at UUM COB must possess:

a) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75; or**

b) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of **less than 2.75** and have at least **five (5) years of relevant work experience** may be considered, subject to the interview by Postgraduate Committee; or

c) A diploma from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience, 35 years or older** and passed **APEL assessment (level 7)**; and

d) fulfil the English language requirement as set by the University Senate.

(C) **Master of Business Administration**

Applicants for Master of Business Administration (MBA) must possess:

a) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of **at least 2.75** and have **at least three (3) years** of relevant work experience; or

b) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of **less than 2.75** and have **at least five (5) years** of relevant work experience may be considered, subject to the interview by Postgraduate Committee; or
c) A diploma from any institutions of higher learning recognised by the University Senate with at least ten (10) years of relevant work experience, 35 years or older and passed APEL assessment (level 7); and

d) fulfil the English language requirement as set by the University Senate.

DOCTORAL PROGRAMME

1. DOCTOR OF PHILOSOPHY

Applicants for the Doctor of Philosophy (PhD) programme must possess:

a) a master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate; or

b) any other equivalent qualifications recognised by the University Senate; and

c) fulfil the English language requirement as set by the University Senate.

Applicants for the Doctor of Philosophy (PhD) programme under OYAGSB and UUMCOB must possess:

a) a master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate. For a master degree with CGPA, the minimum CGPA is 3.00; or

b) any other equivalent qualifications recognised by the University Senate; and

c) fulfil the English language requirement as set by the University Senate.

Other requirements for PhD:

i) The applicants should attach a motivational letter and research proposal.

ii) The applicants must propose supervisors’ name who have already agreed with the research topic.

iii) For those who are short listed will be called for an interview session.
2. **DOCTOR OF BUSINESS ADMINISTRATION**

Applicants for the Doctor of Business Administration (DBA) programme must possess:

a) a master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate or any other equivalent qualifications recognised by the University Senate; **and**

b) have a minimum of **five (5) years** of work experience relevant to the chosen area of specialisation; **and**

c) fulfil the English language requirement as set by the University Senate.

**OR**

d) Senior Managers with a bachelor’s degree from any institutions of higher learning recognised by the University Senate with at least ten (10) years of relevant work experience and **passed APEL assessment (level 8)**.

3. **DOCTOR OF MANAGEMENT**

Applicants for the Doctor of Management (D.Mgmt.)/Industrial PhD programme must hold a **senior position** with:

a) a master’s degree recognised by the University Senate and have at least **five (5) years** of work experience in the area relevant to the research topic; **and**

b) fulfil the English language requirement as set by the University Senate.

**Note:**

1. *Student admission is subjected to the fulfilment of specific requirements set by the respective Graduate Schools and programmes.*

2. **0.05 point will be added to the current CGPA for each year of relevant work experience, if the Postgraduate Committee believes that the candidates have the potential to be admitted. The adjusted CGPA should not, however, exceed the total CGPA of 3.75.*
ENGLISH LANGUAGE REQUIREMENT

All international candidates should meet any one of the following English language requirements set by the University before they are accepted for admission.

i. Students must obtain:
   a. 550 in the TOEFL Paper Based Test; or
   b. 80 in the TOEFL Internet Based Test;

   OR

ii. Must obtain not less than 6.0 in the IELTS;

   OR

iii. obtain a degree from any countries with English language Education System (i.e. Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Cameroon, Canada, Cayman Island, Dominica, Falkland Islands, Federated States of Micronesia, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guernsey, Guyana, India, Ireland, Isle of Man, Jamaica, Jersey, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malta, Marshall Islands, Mauritius, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Rwanda, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Georgia and the South Sandwich Islands, Sri Lanka, Sudan, Swaziland, Tanzania, Trinidad & Tobago, Turks and Caicos Islands, U.S Virgin Islands, Uganda, United Kingdom, USA, Zambia, and Zimbabwe);

   OR

iv. A degree from any Public University in Malaysia with English as a language of instruction;

   OR

v. A degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR).

Students who do not meet any of the above English language requirements must attend the Intensive English Language Course for International Students for at least one semester and obtain a passing grade before they are allowed to register for postgraduate programme.
ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

The English Language Proficiency Test (ELPT) is a test designed to assess the English language proficiency of international students. ELPT is compulsory for international students who do not meet the English language requirement set by the university.

Rules and regulations:

- All international students who do not meet the above English language proficiency requirements must sit for the ELPT.

A pass grade in the ELPT and Intensive English Language Course for International Students is a requirement for graduation.

The ELPT is exempted for the following students:

1. Students who graduated from UUM and want to pursue their studies in UUM;
2. Students who were terminated from UUM but later reapply to pursue their postgraduate studies in UUM, and already have obtained either a passing grade in the ELPT. The result is valid for two (2) years;
3. Students who are pursuing their postgraduate studies by research (Master or PhD) and are writing their thesis in the Malay language. However, these students are required to declare their intention to write the thesis in the Malay language by filling a declaration form.

RESULTS OF ELPT AND INTENSIVE ENGLISH LANGUAGE COURSE

Results of the ELPT and will be announced officially by the School of Languages, Civilization and Philosophy (SLCP) to all Colleges and students via the UUM Portal.

FEES

<table>
<thead>
<tr>
<th>English Language Proficiency Placement Test</th>
<th>RM 1000.00 per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive English Language Course for International Students</td>
<td>RM 2880.00 per student per semester</td>
</tr>
</tbody>
</table>
ACADEMIC STRUCTURE

The academic structure at UUM is based on the semester system, which provides flexibility for interdisciplinary programmes. Each academic session consists of two semesters (September and February) for programmes at UUM Sintok Campus and three semesters (September, January, and May) for programmes offered at off-campus centres.

PROGRAMME DURATION

Two Semesters per Academic Session (UUM Main Campus, Sintok only)

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme Structure</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>By Coursework</td>
<td>2 semesters</td>
<td>4 semesters</td>
</tr>
<tr>
<td></td>
<td>By Coursework (Coursework only or with Project Paper)</td>
<td>3 semesters</td>
<td>6 Semesters</td>
</tr>
<tr>
<td>Master</td>
<td>By Coursework (with Research Paper)</td>
<td>3 semesters</td>
<td>6 Semesters</td>
</tr>
<tr>
<td></td>
<td>By Mixed mode</td>
<td>3 semesters</td>
<td>6 Semesters</td>
</tr>
<tr>
<td></td>
<td>By Research</td>
<td>3 semesters</td>
<td>6 Semesters</td>
</tr>
<tr>
<td>Doctoral</td>
<td>By Mixed mode</td>
<td>5 semesters</td>
<td>10 Semesters</td>
</tr>
<tr>
<td></td>
<td>By Research</td>
<td>4 semesters</td>
<td>10 Semesters</td>
</tr>
<tr>
<td>Postdoctoral</td>
<td>By Research</td>
<td>2 semesters</td>
<td>6 semesters</td>
</tr>
</tbody>
</table>

Three Semesters per Academic Session (UUM Off-campus centres only)

<table>
<thead>
<tr>
<th>Programme</th>
<th></th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td></td>
<td>2 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>Master</td>
<td></td>
<td>3 semesters</td>
<td>9 semesters</td>
</tr>
<tr>
<td>DBA</td>
<td></td>
<td>5 semesters</td>
<td>15 Semesters</td>
</tr>
</tbody>
</table>
POSTGRADUATE PROGRAMME STRUCTURE

a) Coursework
Students are required to attend lectures and tutorials for the duration of twelve (12) to fourteen (14) weeks per semester. Students have to fulfil a set number of credit hours to be awarded a degree.

b) Coursework and Dissertation (mixed mode)
Students are required to complete the coursework credit requirements and sit for examinations. Students are also required to submit a written dissertation for examination.

c) Research
Students pursuing research degrees have to complete a research under the supervision of a principal supervisor appointed by the respective Graduate School. At the end of the programme, students are required to submit a written thesis for examination. Students may be required to take pre-requisite courses before proceeding with their research. These courses are determined by the respective Graduate Schools.

LANGUAGE USE IN THE PROGRAMME

English is the language of instruction for the postgraduate programmes.
WHAT STUDENTS SHOULD DO WHEN THEY REGISTER AS UUM STUDENTS

ACTIVATE UUM E-MAIL ACCOUNT

UUM e-mail is a service provided to all UUM students as a way of sending/receiving data and messages quickly and securely through electronic or computer network.

Students will be updated with the latest news and information regarding postgraduate studies through UUM e-mail. As such, it is **COMPULSORY** for all students to activate and check their e-mail frequently.

Please refer to page 28 for the steps on How to Activate UUM E-mail Account.

FULFIL THE ENGLISH LANGUAGE REQUIREMENT AS SET BY THE UNIVERSITY SENATE.

Students who do not fulfil the English language requirement as set by the University Senate are required to attend the **Intensive English Language Course** and subsequently passing the **English Language Proficiency Test (ELPT)** conducted by the School of Languages, Civilization and Philosophy (SLCP).

Those who passed the ELPT can register for postgraduate courses through the UUM Portal within two (2) weeks of the commencement of the semester.

UPDATE STUDENT’S PERSONAL INFORMATION

Students are advised to check and update their personal information i.e. mailing address, telephone number etc. via UUM Portal ([https://portal.uum.edu.my](https://portal.uum.edu.my)) or contact their Graduate School to do so.

READ THIS ACADEMIC HANDBOOK THOROUGHLY

Please read this Academic Handbook thoroughly for a better understanding of the University Rules and Regulations especially concerning the following items on the Terms and Conditions of Enrolment on page 23:

1. New semester registration (activate student’s status);
2. Registration of courses; and
3. Payment of fees in the current semester.
TERMS AND CONDITIONS OF ENROLMENT

NEW SEMESTER REGISTRATION

Students must register (activate a student’s status) within the first two (2) weeks of the commencement of every semester. Students who do not register within the stipulated time without prior approval from the Dean to defer their study in that particular semester can have their studies terminated.

New semester and course registration can be done online via UUM portal. Students who failed to settle any outstanding amount will not be able to access the registration system. So, payment should be made at least seven (7) days before the registration date to avoid problems when registering. The registration system and students’ accounts can be accessed at https://portal.uum.edu.my.

*International students must have a valid health insurance subscription before they are allowed to register.

COURSE REGISTRATION

Students pursuing a programme of study by coursework must formally register for the selected courses within the first two (2) weeks of the commencement of every semester. Registration of courses can be done online via UUM portal once the student’s status is activated.

Students are advised to print their course registration slip and course registration bill as reference. Students who do not formally register for their courses will not be allowed to attend classes and to sit for examination.

PAYMENT OF FEES

All students have to pay the fees as stated in the course registration bill within the specified period (i.e. within thirty (30) days of the commencement of the semester). A penalty of RM200.00 will be charged to students, if the full amount of fees is not settled beforehand.

CLASS ATTENDANCE

Attendance is compulsory. Students who have less than 80% of total attendance of lectures or tutorial sessions of any courses will be barred from taking final examination.
AWARD OF DEGREE

In order to be awarded a degree, students shall fulfil the following requirements:

a) pass examination on all courses required by the programme of study and obtain a CGPA of at least 3.00;

b) sit for any other examinations as required by the programme of study;

c) fulfil all requirements of the Universities and University Colleges Act 1971 and other related acts;

d) settle all debts to the university;

e) students pursuing a programme of study by research must present and defend the thesis successfully;

f) For PhD candidates:

(i) They shall produce at least one (1) article, accepted/published for publication in a Scopus Indexed Journal.
(ii) The article is produce individually or can be co-authored only with and consented by the supervisor(s).
(iii) The article accepted or published must be based on the PhD candidate’s research topic.
(iv) The article must be accepted or published during the candidacy.
(v) The article must be accepted or published before a viva voce session.

TERMINATION OF STUDY

Students who have obtained an unsatisfactory academic report or have violated the Universities and University Colleges Act 1971 and other related acts will be terminated from the University.
FLOW CHART OF NEW SEMESTER REGISTRATION, COURSE REGISTRATION & PAYMENT OF FEES FOR POSTGRADUATE STUDENTS

Semester begins

RENEWAL OF REGISTRATION & COURSE REGISTRATION

Renewal of registration (activate a student’s status) & course registration can be done online via UUM Portal (https://portal.uum.edu.my) within two (2) weeks of the commencement of the semester.

Students are to CONFIRM their course registration and print their course registration slip and course registration bill as reference.

PAYMENT OF FEES

Students should pay the current fees as stated in the course registration bill within thirty (30) days of the commencement of the semester.

LAST DAY TO PAY CURRENT FEES

Tuition fees paid in full

 Proceed with class/lecture

Tuition fees not paid

Graduate Studies Unit (GSU) will receive a list of students with outstanding fees from the Bursar’s Department

Bursar Department will charge the fees in the current semester (for students whose status are ACTIVE only)
The Graduate School will send a reminder letter/ e-mail to students that:

i) their status is NOT ACTIVE WITH DEBT and all registered courses have been dropped;

ii) they are not allowed to attend lectures and to sit for final examinations;

iii) if students are still interested to continue their studies in the semester, they must:
   a. submit a formal appeal in writing to the UUM Bursar;
   b. pay all outstanding fees charged in the current semester together with a penalty of RM200.

iv) students who fail to pay their fees must apply for deferment of their programme of study.

*Note: The deadline for students to submit their appeal to continue to be enrolled as student or to request for deferment is one (1) week before the commencement of the examination period*
MEDICAL EXAMINATION

Local Candidates

Local candidates are required to undergo and pass a medical examination conducted by the University Health Centre (recommended) or a Government doctor before they are allowed to register as a UUM student.

If candidates underwent a medical examination in a government health centre, they must submit a report then to the University Health Centre, UUM.

International Candidates

The Ministry of Education Malaysia require that, starting from 1 July 2008, all international students must undergo a medical check-up and subscribe to a health insurance plan before they are allowed to register in any higher education institutions in Malaysia. Starting from Second semester 2008/2009 session, UUM has stipulated that candidates who failed to undergo a medical examination and purchase health insurance will not be allowed to register.

Please refer to the table below for information on the illnesses/diseases and the implications.

<table>
<thead>
<tr>
<th>Type of Illness/Disease</th>
<th>Example</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contagious</td>
<td>• HIV</td>
<td>Not accepted to be registered as students</td>
</tr>
<tr>
<td>• Expected to recover within a long period of time</td>
<td>• Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>• High treatment costs</td>
<td>• Hepatitis C</td>
<td></td>
</tr>
<tr>
<td>2. Contagious</td>
<td>• Tuberculosis</td>
<td>Defer registration until recover (not more than 2 semesters)</td>
</tr>
<tr>
<td>• Expected to recover with treatment within some period of time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Contagious</td>
<td>• Malaria</td>
<td>Accepted to register and have to undergo treatment</td>
</tr>
<tr>
<td>• Expected to recover within a short period of time</td>
<td>• Typhoid</td>
<td></td>
</tr>
<tr>
<td>• Syphilis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Other illnesses considered to be endemic by the Ministry of Health of Malaysia</td>
<td>• Japanese Encephalitis</td>
<td>Not accepted to be registered as students</td>
</tr>
<tr>
<td>• SARS</td>
<td>• Avian flu</td>
<td></td>
</tr>
</tbody>
</table>
POSTGRADUATE STUDENT’S E-MAIL

UUM e-mail is a service provided to all UUM students as a way of sending/receiving data and messages quickly and securely through electronic or computer network. UUM provides students with email accounts of 5GB storage.

Students will be updated with the latest news and information regarding postgraduate studies through UUM e-mail. As such, it is compulsory for all students to activate and check their e-mail frequently.

HOW TO ACCESS UUM EMAIL:

Once registered, your username and password will be provided by UUM.

1. Log in to UUM Email (https://outlook.com/student.uum.edu.my)
2. Enter your email account and enter the password provided to you. If this is your first time that you are entering the password, you will be asked to change it.

3. The screen below will be displayed.

4. Update your password. You now have the opportunity to enter your New Password and Confirm New Password. Click on Submit to continue.
5. You are now able to successfully login to Office-365 portal with your username and your password (new password that you chose earlier).

6. Please enter your new password and click Sign In to continue.

7. Choose the Language you would like to use and the proper time zone and click SAVE to continue.
8. Your UUM Email from Office 365 is now ready to use.

9. Now your new email account is successfully added to Outlook and you can send and receive email.
10. Click on New to compose new emails.

11. If you need to sign out of Office 365, click on the drop down menu at upper right corner, then click on Sign Out.
In addition to the UUM Email, UUMIT also provide another three (3) services for student which are:

(1) **UUM Online Learning**
   - UUM Online Learning offers a secure and integrated online learning platform for lectures and students.
   - It is a supplementary of the usual classes.

(2) **UUM Portal**
   - A single online gateway to access all university applications that related to student such as Course Registration, Student Account and Examination Result.

(3) **UUMWiFi**
   - A facility that is provided by UUM for the community to connect to the Internet or communicate with one another wirelessly within a particular area.
   - This facility can be used at Lecture Hall and Student Accommodation Hall (DPP) areas.

Login and password to access the IT facilities will be given to you as soon as you register to the respected school. For any inquiries or any IT matters, you can get in touch with us via:
Section 3  |  FINANCIAL INFORMATION

(All fees and charges stated in this section are subject to the University’s decision. The University has the right to review the fees from time to time.)
Students’ fees are categorized based on nationality as Malaysian, ASEAN, or Non-ASEAN and are charged accordingly. Upon being accepted by the University, students must make arrangements for their financial support and the payment of Student Fee throughout their study. The Student Fee consists of registration, tuition, accommodation and services. The Student Fee may be revised from time to time without prior notice.

The student fee must be paid within thirty (30) days after the commencement of each semester. Sponsored students must submit a Sponsorship Letter upon registration. The letter must clearly state the type of fees covered (such as registration, tuition, accommodation and services). Payment for campus accommodation may be arranged separately.

UUM Student Fees are as listed below:

<table>
<thead>
<tr>
<th>Fees</th>
<th>UUM Sintok</th>
<th>UUMKL &amp; Other Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MALAYSIAN</td>
<td>ASEAN</td>
</tr>
<tr>
<td>Full-time</td>
<td>(RM)</td>
<td>(RM)</td>
</tr>
<tr>
<td>Part-time</td>
<td>(RM)</td>
<td>(RM)</td>
</tr>
</tbody>
</table>

### Non-recurring fees

<table>
<thead>
<tr>
<th></th>
<th>UUM Sintok</th>
<th>UUMKL &amp; Other Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>550</td>
<td>550</td>
</tr>
<tr>
<td>Insurance</td>
<td>78</td>
<td>0</td>
</tr>
<tr>
<td>Medical</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>628</td>
<td>550</td>
</tr>
</tbody>
</table>

### Recurring fee

<table>
<thead>
<tr>
<th></th>
<th>UUM Sintok</th>
<th>UUMKL &amp; Other Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>408</td>
<td>268</td>
</tr>
</tbody>
</table>

The student fee must be paid within thirty (30) days after the commencement of each semester.
<table>
<thead>
<tr>
<th>Fees</th>
<th>UUM Sintok MALAYSIAN</th>
<th>UUM Sintok ASEAN</th>
<th>UUM Sintok NON-ASEAN</th>
<th>UUMKL &amp; Other Centres MALAYSIAN</th>
<th>UUMKL &amp; Other Centres NON-MALAYSIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time (RM)</td>
<td>Part-time (RM)</td>
<td>Full-time (RM)</td>
<td>Full-time (RM)</td>
<td>Part-time (RM)</td>
</tr>
<tr>
<td>Tuition fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>700/credit hour</td>
<td>700/credit hour</td>
<td>1070/credit hour</td>
<td>1070/credit hour</td>
<td>700/credit hour</td>
</tr>
<tr>
<td>Master’s Programme other than MBA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>150/credit hour</td>
<td>150/credit hour</td>
<td>300/credit hour</td>
<td>340/credit hour</td>
<td>300/credit hour</td>
</tr>
<tr>
<td>Pre-requisite course</td>
<td>150/credit hour</td>
<td>150/credit hour</td>
<td>200/credit hour</td>
<td>230/credit hour</td>
<td>0</td>
</tr>
<tr>
<td>Project Paper</td>
<td>150/credit hour</td>
<td>150/credit hour</td>
<td>300/credit hour</td>
<td>340/credit hour</td>
<td>300/credit hour</td>
</tr>
<tr>
<td>Research Paper/Dissertation (12 credit hours and more)</td>
<td>1000/semester</td>
<td>1000/semester</td>
<td>1500/semester</td>
<td>1700/semester</td>
<td>1000/semester</td>
</tr>
<tr>
<td>Dissertation examination (viva voce)</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Master’s Programme by Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>1100/semester</td>
<td>900/semester</td>
<td>1650/semester</td>
<td>1850/semester</td>
<td>0</td>
</tr>
<tr>
<td>Pre-requisite course</td>
<td>150/credit hour</td>
<td>150/credit hour</td>
<td>200/credit hour</td>
<td>230/credit hour</td>
<td>0</td>
</tr>
<tr>
<td>Thesis examination (viva voce)</td>
<td>950</td>
<td>950</td>
<td>1250</td>
<td>1450</td>
<td>0</td>
</tr>
<tr>
<td>Fees</td>
<td>UUM Sintok</td>
<td>UUMKL &amp; Other Centres</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MALAYSIAN</td>
<td>ASEAN</td>
<td>NON-ASEAN</td>
<td>MALAYSIAN</td>
<td>NON-MALAYSIAN</td>
</tr>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
<td>Full-time</td>
<td>Part-time</td>
<td>Full-time</td>
</tr>
<tr>
<td></td>
<td>(RM)</td>
<td>(RM)</td>
<td>(RM)</td>
<td>(RM)</td>
<td>(RM)</td>
</tr>
<tr>
<td>Thesis re-examination (re-viva)</td>
<td>950</td>
<td>950</td>
<td>1250</td>
<td>1450</td>
<td>0</td>
</tr>
<tr>
<td>DBA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coursework</td>
<td>900/credit hour</td>
<td>900/credit hour</td>
<td>1100/credit hour</td>
<td>1100/credit hour</td>
<td>900/credit hour</td>
</tr>
<tr>
<td>Dissertation</td>
<td>4800/semester</td>
<td>4800/semester</td>
<td>5760/semester</td>
<td>5760/semester</td>
<td>4800/semester</td>
</tr>
<tr>
<td>Dissertation examination (viva voce)</td>
<td>1750</td>
<td>1750</td>
<td>1950</td>
<td>2150</td>
<td>1750</td>
</tr>
<tr>
<td>Dissertation re-examination (re-viva)</td>
<td>1750</td>
<td>1750</td>
<td>1950</td>
<td>2150</td>
<td>1750</td>
</tr>
<tr>
<td>PhD (full research)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>1850/semester</td>
<td>1350/semester</td>
<td>2220/semester</td>
<td>2405/semester</td>
<td>0</td>
</tr>
<tr>
<td>Pre-requisite course</td>
<td>150/credit hour</td>
<td>150/credit hour</td>
<td>200/credit hour</td>
<td>230/credit hour</td>
<td>0</td>
</tr>
<tr>
<td>Thesis examination (viva voce)</td>
<td>1750/semester</td>
<td>1750/semester</td>
<td>1950/semester</td>
<td>2150/semester</td>
<td>0</td>
</tr>
<tr>
<td>Thesis re-examination (re-viva)</td>
<td>1750/semester</td>
<td>1750/semester</td>
<td>1950/semester</td>
<td>2150/semester</td>
<td>0</td>
</tr>
</tbody>
</table>

**FEE FOR AUDIT COURSE**

Audit Course fee is **RM250.00 per course**.
OTHER FEES

REGISTRATION FEE

Registration fee includes charges for orientation, smart card, student’s activities and administration fees.

GROUP PERSONAL ACCIDENT INSURANCE

Takaful Insurance coverage for local full-time students is as follows:-

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Death Benefit (accident)</td>
<td>RM60,000 per person</td>
</tr>
<tr>
<td>• Permanent Disability</td>
<td>Based on percentage of permanent disability</td>
</tr>
<tr>
<td>• Medical Treatment</td>
<td>RM2,000 per annum/person</td>
</tr>
<tr>
<td>• Hospital Benefits</td>
<td>RM25.00 per day, up to RM2,000.00 (maximum) per annum/person</td>
</tr>
</tbody>
</table>

International students must be covered by the Health Insurance Scheme comprising Group Hospitalization and Surgical Plan (GHS) and Group Term Life (GTL). They must purchase the Health Insurance Policy from an authorized agent appointed by the University upon registration.
INTERNATIONAL STUDENT'S BOND

International students are required to pay students’ bond during registration. The bond will be refunded upon the completion of studies. The rate of students’ bond is as listed below:

<table>
<thead>
<tr>
<th>Bond Rate</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RM2,000.00</strong></td>
<td>Angola, Burkina Faso, Burundi, Cameroon, Canada, Central African Republic, Colombia, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Ghana, Guinea-Bissau, Liberia, Mali Mozambique, Niger, Nigeria, Republic Congo, Republic Democratic Congo, Rwanda, USA, Western Sahara</td>
</tr>
<tr>
<td><strong>RM1,500.00</strong></td>
<td>Africa, Australia, British C.I, Brunei, China, Europe, Iran, Iraq, Portugal, Saudi Arabia, Taiwan, Tunisia, Vietnam</td>
</tr>
<tr>
<td><strong>RM750.00</strong></td>
<td>Bangladesh, India, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka</td>
</tr>
<tr>
<td><strong>RM1,000.00</strong></td>
<td>Hongkong, Japan, Macao, South Korea</td>
</tr>
<tr>
<td><strong>RM300.00</strong></td>
<td>Thailand</td>
</tr>
<tr>
<td><strong>RM500.00</strong></td>
<td>Indonesia</td>
</tr>
<tr>
<td><strong>RM200.00</strong></td>
<td>Singapore</td>
</tr>
</tbody>
</table>

*The rate of students’ bond for countries not on the list is RM1,500.00*
ON-CAMPUS ACCOMMODATION FEE

The rate of accommodation is as follows:

<table>
<thead>
<tr>
<th>Student Residential Hall</th>
<th>Accommodation Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local Students (RM)</td>
</tr>
<tr>
<td></td>
<td>International Students (RM)</td>
</tr>
<tr>
<td>2 persons/room (undergraduate)</td>
<td>476/semester</td>
</tr>
<tr>
<td></td>
<td>570/semester</td>
</tr>
<tr>
<td>1 persons/room (undergraduate)</td>
<td>952/semester</td>
</tr>
<tr>
<td></td>
<td>1140/semester</td>
</tr>
<tr>
<td>2 persons/room (postgraduate)</td>
<td>720/semester</td>
</tr>
<tr>
<td>- Including semester break</td>
<td>864/semester</td>
</tr>
<tr>
<td>Off semester rate</td>
<td>8.00/day</td>
</tr>
<tr>
<td>2 persons/room</td>
<td>16.00/day</td>
</tr>
<tr>
<td></td>
<td>8.00/day</td>
</tr>
<tr>
<td>1 persons/room</td>
<td>16.00/day</td>
</tr>
<tr>
<td>Maybank Students’ Residential Hall</td>
<td>250/month (Deposit RM1500)</td>
</tr>
<tr>
<td></td>
<td>250/month (Deposit RM1500)</td>
</tr>
<tr>
<td>UUM Staff Quarters(Taman Universiti)</td>
<td>1200/semester</td>
</tr>
<tr>
<td></td>
<td>1200/semester</td>
</tr>
</tbody>
</table>

Note: On-campus accommodation for postgraduate students is **not guaranteed** and **subject to availability**.
PAYMENT MODE

Payment can be made through:

1. **e-com (FPX)**

   FPX (Financial Process Exchange) is a multi-bank online internet banking service available through the link: [http://e-com.uum.edu.my/bend/pymode.jsp](http://e-com.uum.edu.my/bend/pymode.jsp). FPX can be used by registered internet banking account holder with any of the banks listed below. A minimum service fee of RM0.70 is charged for payment made via FPX. Student will receive a confirmation upon successful transaction which must be printed and presented during registration as proof of payment. FPX service is available from 7:00 am to 11:00 pm daily.

   FPX Participating Banks:
   • Bank Islam Malaysia Berhad
   • Bank Bumiputra Commerce (CIMB)
   • Hong Leong Bank Berhad
   • Public Bank Berhad

2. **e-com (Credit Card)**

   Payment by credit card is available via Internet for MasterCard or Visa Card holders worldwide through UUM website with the following link [http://e-com.uum.edu.my/creditcard/utama.jsp](http://e-com.uum.edu.my/creditcard/utama.jsp). The site is protected under secure environment ‘Securecode®’ / ‘Verified by Visa®’. Student will receive a confirmation upon successful transaction which must be printed and presented during registration as proof of payment.

3. **Payment at Bank Islam Malaysia Berhad (BIMB) counters nationwide**

   Payment can be made at any BIMB counters nationwide via Bill Payment.

   The payment will be updated in the student’s account on the next working day.
Payment through BIMB counters:

i. Go to any BIMB counters nationwide

ii. Complete the Bill Payment Slip available at BIMB counter with the following details:
   a. Name
   b. I/C No.
   c. Payment to whom (UUM)
   d. Reference No.: student’s matric number

iii. Present the Bill Payment Slip at BIMB counter and retain the Bill Payment slip as proof of payment.

4. **e-Tunai (e-Cash)**

   e-Tunai or MEPS Cash is a type of payment using a Smart Card / Bank card. Student can use the Smart Card / Bank Card in 5 outlets in UUM: Bursary Counter, Sultanah Bahiyah Library, Cooperative Shops, PUSUR (Sports and Recreations Centre), and Unimart Supermarket.

5. **Internet Banking**

   Payment via internet banking can be done through:
   
   a) BIMB Internet Banking ([www.bankislam.com.my](http://www.bankislam.com.my))
   b) CIMB Clicks ([www.cimbclicks.com.my](http://www.cimbclicks.com.my))
   c) Maybank2U ([www.maybank2u.com.my](http://www.maybank2u.com.my))

   Please specify/choose "STUDENT PAYMENT" as payment type.
6. **Telegraph Transfer (TT) – For payment OUTSIDE MALAYSIA only.**

Payment from **outside Malaysia** can be made through TT as below:

- **Beneficiary:** Universiti Utara Malaysia
- **Bank name:** Bank Islam Malaysia Berhad
- **Account number:** 0209-3010-0000-10
- **Bank branch/address:** Bank Islam Malaysia Berhad (BIMB) UUM Branch Universiti Utara Malaysia 06010 Sintok, Kedah Malaysia
- **Swift code:** BIMBMYKL
- **Bank tel. no.:** 604-928 2650/2651/2652

The document must be presented upon registration as proof of payment and reference for updating the student account.

**Summary of Payment Mode and Type of Payment**

<table>
<thead>
<tr>
<th>No.</th>
<th>Payment Mode</th>
<th>Types of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e-com (FPX)</td>
<td>Student fee &amp; other payments</td>
</tr>
<tr>
<td>2</td>
<td>e-com (Credit Card)</td>
<td>Student fee &amp; other payments</td>
</tr>
<tr>
<td>3</td>
<td>BIMB counter</td>
<td>Student fee, outstanding amount in student’s account, processing fees for UUM undergraduate &amp; postgraduate applications</td>
</tr>
<tr>
<td>4</td>
<td>e-tunai (e-cash)</td>
<td>Student fee, library charges &amp; other payments</td>
</tr>
<tr>
<td>5</td>
<td>Internet Banking</td>
<td>Student fee &amp; other payments</td>
</tr>
</tbody>
</table>

**Cash payment made at the Bursary Counter** is subject to a service charge of **RM20.00**. Payment in foreign currency is not accepted at the Bursary Counter.
REFUND POLICY AND PROCEDURES

PAYMENT OF STUDENT FEE

All fees must be paid within thirty (30) days after the commencement of the semester.

Students who fail to settle the fee within the stipulated time is subject to the penalty as follows:

a) Student’s status will be de-activated (inactive) and all registered courses will be dropped. They are not allowed to attend lectures and sit for final examination. However, students may appeal to re-activate their status no later one (1) week before the examination period begins and will be charged a penalty of RM200;

b) If a student’s status remain inactive for more than one (1) month after the commencement of the semester without prior approval from the Dean to defer study, the student will be terminated;

c) Students with outstanding fee will not be allowed to collect the academic transcript, letter of complete study and/or certificate of degree and will be deprived of attending the convocation ceremony.

REFUND OF FEES

a) Student fee is subject to e-refund when application for deferment or termination of study is approved by the Graduate School within the allowable period.
b) Type of fees and percentage of refund is as follows:

<table>
<thead>
<tr>
<th>Type of Fees</th>
<th>Percentage of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deferment of Study/Withdrawal of Course/Terminated by the University</td>
</tr>
<tr>
<td></td>
<td>Within 30 Days of the commencement of semester</td>
</tr>
<tr>
<td>Registration</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Takaful</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Student welfare</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Tuition</td>
<td>50%</td>
</tr>
<tr>
<td>Accommodation</td>
<td>50%</td>
</tr>
<tr>
<td>Health</td>
<td>50%</td>
</tr>
<tr>
<td>Library</td>
<td>50%</td>
</tr>
<tr>
<td>Dental Services</td>
<td>50%</td>
</tr>
<tr>
<td>Sports</td>
<td>50%</td>
</tr>
<tr>
<td>Computer</td>
<td>Non-refundable</td>
</tr>
</tbody>
</table>

**Note:**

1. 50% of the tuition fee will be refunded if a withdrawal is made within 30 days from the beginning of the semester. No refund will be given for a withdrawal made thereafter.

2. Any charges of other fees shall be deducted from the refund.

c) Others

- The University has the right to claim from students any outstanding amount even though they have ceased to be registered students.
- In the event of deferment of studies, the amount of refund will be carried forward to the following semester.
- In all circumstances a letter of confirmation/approval issued by the Graduate School must be obtained before making any claim to the Bursar’s Department.
OTHER CHARGES

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal to review examination results</td>
<td>RM 100.00 per course</td>
</tr>
<tr>
<td>Obtain a second copy of the examination result</td>
<td>RM 10.00 per semester result</td>
</tr>
<tr>
<td>Late collection of confirmation slip of registration/examination results</td>
<td>RM 10.00 per day (not exceeding RM 50.00)</td>
</tr>
<tr>
<td>Extra copy of transcript</td>
<td>RM 10.00 per copy</td>
</tr>
<tr>
<td>Payment for change of programme</td>
<td>RM 200.00 per application</td>
</tr>
<tr>
<td>Penalty for late registration/re-activate student status/late payment of the semester fees</td>
<td>RM 200.00 per semester</td>
</tr>
</tbody>
</table>

ESTIMATED LIVING COST FOR A SINGLE STUDENT

The estimated cost of living expenses for a single student who is studying at UUM Main Campus, Sintok are as follows:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cost per month (RM)</th>
<th>Cost per year (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>1000.00</td>
<td>12000.00</td>
</tr>
<tr>
<td>Food</td>
<td>1000.00</td>
<td>12000.00</td>
</tr>
<tr>
<td>Transport</td>
<td>350.00</td>
<td>4200.00</td>
</tr>
<tr>
<td>Others</td>
<td>500.00</td>
<td>6000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2850.00</strong></td>
<td><strong>34200.00</strong></td>
</tr>
</tbody>
</table>
The information given in this Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia is accurate at the time of printing (August 2017). The University reserves the right to make amendments to the contents as may be deemed necessary from time to time.
RULES AND REGULATIONS

The Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia (Amendments) are stipulated in Section 12 of the UUM Act (Postgraduate Studies) 1990 and are deemed to be effective from July, 18th 1999. The postgraduate programmes offered are Postgraduate Diploma, Master and Doctoral Programmes.

1.0 DEFINITION

These Rules and Regulations of Postgraduate Studies Universiti Utara Malaysia (Amendments) Section 12 of the UUM Act (Postgraduate Studies) 1990 apply, unless specified otherwise:

1.1 ‘Academic Advisor’ means an academic staff member of the University appointed by the Schools or Graduate School to advise, guide and monitor the progress of a student and to coordinate the programme of study;

1.2 ‘Academic Member’ means a full-time academic staff member or teaching staff on a permanent or contract position;

1.3 ‘Active Student’ means a student who activates his/her student status in every semester of study at this University;

1.4 ‘Applicant’ means a person who applies for admission into a postgraduate programme at this University;

1.5 ‘Audit Course’ means a course registered by a student for which the grade will not be considered for the CGPA calculation;

1.6 ‘Candidate’ means a postgraduate research student who has successfully defended his/her research proposal;

1.7 ‘CGPA’ means Cumulative Grade Point Average obtained in all semesters;

1.8 ‘College’ means the main academic entity which consists of and includes schools, departments, disciplines and academic programmes;

1.9 ‘Comprehensive Examination’ means an examination to evaluate the overall academic ability of a student and which will enable the student to proceed with the doctoral programme;

1.10 ‘Core Course’ means a compulsory course as specified by the programme;

1.11 ‘Co-Supervisor’ means a person appointed jointly with another supervisor to supervise a thesis, dissertation, research paper or project paper of a student. The person can be appointed from other department, school, college or university;
1.12 ‘Coursework’ means work assigned to and done by a student within a given period, which is assessed as an integral part of the programme;

1.13 ‘Coursework structure’ means the structure of a programme of study with a research component of less than fifty percent (50%);

1.14 ‘DBA’ means Doctor of Business Administration;

1.15 ‘Dean’ means the Dean of Graduate School;

1.16 ‘Degree’ means an award conferred by the University to a student who has fulfilled the programme requirements;

1.17 ‘Dissertation’ means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by mixed mode;

1.18 ‘Elective Course’ means an optional course as specified by the programme;

1.19 ‘Examination’ means any form of evaluation to measure a student’s performance;

1.20 ‘External Examiner’ means a person from another university appointed by the Graduate School to evaluate the performance of a master’s or doctoral students;

1.21 ‘Graduate School’ means a unit set-up in the College to administer postgraduate programmes;

1.22 ‘Internal Examiner’ means an academic staff member of the University appointed by the Graduate School to evaluate the performance of a master’s or doctoral student;

1.23 ‘Main Supervisor’ means a person appointed to head the supervisory group whenever a student has more than one (1) supervisor;

1.24 ‘Mixed mode programme’ means postgraduate programmes with at least a fifty per-cent (50%) research component;

1.25 ‘PhD’ means Doctor of Philosophy;

1.26 ‘Postgraduate Committee’ means the committee set-up at the College to look into all issues pertaining to postgraduate studies;

1.27 ‘Postgraduate Diploma’ means an award conferred by the University to a student who has fulfilled the requirements of a Postgraduate Diploma Programme;
1.28 ‘Postgraduate Examiners Board’ means the committee set-up at the College to look into all examination matters in postgraduate studies;

1.29 ‘Postgraduate Studies Unit’ means a unit set-up by the University to manage, administer and coordinate postgraduate programmes;

1.30 ‘Programme’ means a programme of postgraduate studies, i.e. Postgraduate Diploma or Master or Doctoral or equivalent;

1.31 ‘Pre-requisite Course’ means a course that must be fulfilled by a student as a condition to register for another course or before defending their proposal in the programme;

1.32 ‘Project Paper’ means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is less than twelve (12) and the grade will be taken into account when calculating the CGPA;

1.33 ‘Qualifying Examination’ means any test or examination determined by the School to evaluate the qualification or level of academic achievement of a student of a postgraduate programme;

1.34 ‘Repeat Semester’ means a semester where a student has to repeat all courses taken in that semester, in which the CGPA is less than 2.67 (i.e. 2.00 – 2.66) for the first time.

1.35 ‘Research Paper’ means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is twelve (12) and the grade will not be taken into account when calculating the CGPA;

1.36 ‘Residential Requirement’ means residing on campus for a specified/required period of time;

1.37 ‘Semester’ means a period of academic study as stipulated by the University;

1.38 ‘Senate’ means the Senate of Universiti Utara Malaysia;

1.39 ‘Student’ means a person who has registered for a postgraduate programme at this University;

1.40 ‘Supervisor’ means a person appointed to supervise a student’s thesis/dissertation/research paper/project paper;
1.41 ‘Thesis’ means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by research;

1.42 ‘Thesis Committee’ means a committee of two (2) or more members including a chairperson set-up by the respective Graduate School to supervise a research and/or evaluate a student’s performance;

1.43 ‘Thesis Examination Board’ means the panel set-up by a particular Graduate School/School to evaluate a thesis or dissertation and conduct the oral examination;

1.44 ‘Transfer Student’ means a student from another institution of higher learning who is transferred to Universiti Utara Malaysia;

1.45 ‘University’ means Universiti Utara Malaysia;

1.46 ‘Viva Appeals Committee’ means a committee set-up by the University to look into a student’s appeal against the result of a viva voce.

2.0 ADMISSION CRITERIA

2.1 Postgraduate Diploma Programme

Applicants for the Postgraduate Diploma Programme must possess:

a) a bachelor’s degree from Universiti Utara Malaysia; or

b) a bachelor’s degree or its equivalent from any other universities recognised by Universiti Utara Malaysia; or

c) any other equivalent qualifications recognised by Universiti Utara Malaysia.

2.2 Master’s Programme

2.2.1 Master’s Programme by Research

Applicants for a Master’s Programme by research must possess:

a) a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or
b) a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and relevant work experience; or

c) any other equivalent qualifications recognised by the University Senate; and

d) fulfil the English language requirement as set by the University Senate.

2.2.2 Master’s Programme by Coursework and Mixed Mode

I) Applicants for a Master’s programme at UUM College of Arts and Sciences and UUM College of Law, Government and International Studies must possess:

a) a bachelor’s degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) a bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and relevant work experience; or

c) a diploma from any institutions of higher learning recognised by the University Senate with at least ten (10) years of relevant work experience, 35 years or older and passed APEL assessment (level 7); or

d) any other equivalent qualifications recognised by the University Senate; and

e) fulfil the English language requirement as set by the University Senate.
II) Applicants for a Master’s programme at UUM College of Business must possess:

a) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than 2.75 and have at least five (5) years of relevant work experience which may be considered, subject to the interview by Postgraduate Committee; or

c) a diploma from any institution of higher learning recognised by the University Senate with at least ten (10) years of relevant work experience and shall be 35 years of age or older and passed APEL assessment (level 7); and

d) fulfil the English language requirement as set by the University Senate.

2.2.3 Master of Business Administration (MBA) Programme

Applicants for MBA programme must possess:

a) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience relevant to the chosen area of specialisation; or

b) A bachelor’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than 2.75 and have at least five (5) years of relevant work experience may be considered, subject to the interview by the Postgraduate Committee; or

c) a diploma from any institutions of higher learning recognised by the University Senate with at least ten (10) years of relevant work experience and shall be 35 years of age or older and passed APEL assessment (level 7); and

d) fulfil the English language requirement as set by the University Senate.
2.3 **Doctoral Programme**

2.3.1 Applicants for a **Doctor of Philosophy (PhD)** programme must possess:

a) a master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate; **or**

b) any other equivalent qualifications recognised by the University Senate; **and**

c) fulfil the English language requirement as set by the University Senate.

2.3.2 Admission to a **Doctor of Business Administration (DBA)** degree can be granted by meeting the following criteria:

a) possess a master’s degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate or any other equivalent qualifications recognised by the University Senate; **and**

b) have a minimum of five (5) years of work experience relevant to the chosen area of specialization; **and**

c) fulfil the English language requirement as set by the University Senate.

Note: A Senior Manager or equivalent position, holding a bachelor’s degree with at least ten (10) years of relevant work experience and passed APEL assessment (level 8) may also be considered.

2.3.3 Candidates currently pursuing other master’s programmes by research at Universiti Utara Malaysia and who are recommended by the Postgraduate Committee to upgrade their studies to a doctoral programme can also be considered, subject to the Senate approval.

**Note:**

1. *Student admission is subjected to the fulfilment of specific requirements set by the respective Graduate Schools and programmes.*

2. **0.05 point will be added to the current CGPA for each year of relevant work experience, if the Postgraduate Committee believes that the candidates have the potential to be admitted. The adjusted CGPA should not, however, exceed the total CGPA of 3.75.*
3.0 **ENGLISH LANGUAGE REQUIREMENT**

3.1 International applicants should meet any one of the following English language requirements before they are accepted for admission to the programmes. Students must obtain:

3.1.1 Minimum score in the Test of English as a Foreign Language (TOEFL)
   a) **550** in the TOEFL Paper Based Test; or
   b) **80** in the TOEFL Internet Based Test; or

3.1.2 Minimum score of **6.0** in the International English language Testing System (IELTS); or

3.1.3 A degree from any countries with English language Education System (i.e. Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Cameroon, Canada, Cayman Island, Dominica, Falkland Islands, Federated States of Micronesia, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guernsey, Guyana, India, Ireland, Isle of Man, Jamaica, Jersey, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Marshall Islands, Mauritius, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Rwanda, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Georgia and the South Sandwich Islands, Sri Lanka, Sudan, Swaziland, Tanzania, Trinidad & Tobago, Turks and Caicos Islands, U.S Virgin Islands, Uganda, United Kingdom, USA, Zambia, and Zimbabwe); or

3.1.4 A degree from any public universities in Malaysia with English as a language of instruction; or

3.1.5 A degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR).

3.2 **English Language Proficiency Test**

3.2.1 The English Language Proficiency Test (ELPT) is a test designed to assess the English language proficiency of international students.

3.2.2 The test is compulsory for all international students who do not meet any of the English language requirements as in 3.1.

3.2.3 Students must obtain a **passing grade** before they are allowed to register for courses or continue with their programmes of study.
3.2.4 Students who failed the ELPT:

a) must sit for the Intensive English Language Course for International Students immediately after the ELPT result has been announced, for at least one (1) semester and obtain a passing grade before they are allowed to register for any courses;

b) will not be allowed to register for other courses or continue with the programme at their respective Graduate School.

3.2.5 Students who do not sit for the ELPT:

a) will not be allowed to register for the Intensive English Language Course for International Students;

b) can be terminated from the University.

3.2.6 The ELPT is exempted for the following students:

a) those who have graduated from UUM and want to pursue their studies at UUM;

b) those who have been terminated from UUM but later reapply to pursue their postgraduate studies at UUM, and already have obtained either a passing grade in the ELPT or the Intensive English Language Course for International Students. The result is valid for two (2) years;

c) those who are pursuing their postgraduate studies by research (Master or PhD) and are writing their thesis in the Malay language. However, these students are required to declare their intention by filling a declaration form;

3.3 Intensive English Language Course for International Students

3.3.1 The Intensive English Language Course for International Students is a course designed especially for international candidates who have not demonstrated an acceptable level of English language proficiency upon entrance into the University.

3.3.2 This course is compulsory for the following students:
a) those who have failed the ELPT;

b) those who have failed the ELPT but later produce their acceptable IELTS/TOEFL score that has been obtained after the date of ELPT.

3.3.3 The number of semesters students are allowed to take the Intensive English Language Course for International Students is two (2). Students will be terminated from the University if they fail the course in two (2) consecutive semesters.

4.0 ACADEMIC SESSION

UUM Academic Session consists of:

4.1 Two Semesters Per Academic Session

4.2 Three Semesters Per Academic Session

5.0 APPLICATION PROCEDURE

Applicants must complete application form and forward it to the Dean at the respective Graduate School, on or before the closing date. Only fully-completed application forms will be processed.

6.0 REGISTRATION

6.1 Course Registration

6.1.1 New Students

a) New students must register within the first two (2) weeks of the commencement of the semester. Students who fail to register during this specified period without prior approval from the Dean will be deemed to have rejected the offer.

b) All fees must be paid before registration.
6.1.2 Students Currently Pursuing Programmes at the University

a) All students must register within the first two (2) weeks of the commencement of every semester.

b) Students who do not register within the stipulated time without prior approval from the Dean to defer registration, can have their studies terminated.

c) All fees must be paid within thirty (30) days of the commencement of the semester.

d) Students who fail to pay the fees will have their status and all registered courses for the semester revoked and have their studies terminated.

6.2 Registration after Submission of Thesis

6.2.1 Candidates who are submitting their thesis (for examination or viva) in the current semester of study must fulfil the following conditions:

a) must register in the following semester but no fees (excluding viva fees) will be charged until the examination of the thesis is completed;

b) if the thesis is submitted within thirty (30) days of the commencement of the semester, candidates will not be charged for tuition and other recurring fees in the semester;

c) if the thesis is submitted after thirty (30) days of the commencement of the semester, tuition and other recurring fees in the semester will be charged.

6.2.2 Candidates who have to make amendments to their thesis after viva, fees are subject to the following conditions:

a) if the final thesis is submitted within thirty (30) days after the commencement of the new semester, no fees will be charged.

b) if the final thesis is submitted after thirty (30) days after the commencement of the new semester, tuition and other recurring fees will be charged.
6.3 **Registration in Other Institutions of Higher Learning**

6.3.1 Students who have registered at this University, whether on a full-time or part-time basis, will not be allowed to register for a programme of study in other institutions of higher learning, locally or overseas, without prior approval from the University.

6.3.2 Students who do so as in 6.3.1 can have their candidature at this University terminated.

7.0 **MODE OF STUDY**

7.1 Students are allowed to pursue a programme either on a full-time or part-time basis, starting from the registration date till the completion of study.

7.2 Students who are in any form of employment must provide evidence from their employer that they have the approval to study on a full-time or a part-time basis.

7.3 Students are allowed to apply to the Dean of the respective Graduate School to change their mode of study from full-time to part-time or vice versa. Change can only be made **ONCE**.

7.4 In exceptional circumstances, students will be allowed to revert to their original mode of study, subject to an appeal and with reasonable excuse to the Dean of the respective Graduate School.

8.0 **CHANGE OF PROGRAMME**

8.1 Students are allowed to change the programme only **ONCE** during their course of study.

8.2 Application to change a programme must be made **within two (2) weeks** after the examination result has been released by the University.

8.3 Students have to pay a non-refundable fee of **RM200.00** when applying for a change of programme.
8.4 A research proposal must be enclosed with the application to change a programme by coursework to a programme by full research.

8.5 Application to change a programme must be approved by the respective Dean of the School and the Dean of the respective Graduate School.

8.6 Approval for the new programme will be effective in the following semester.

9.0 DEFERMENT OF STUDY

9.1 Successful Applicants

Applicants who have been accepted to a programme of study but have not registered yet can opt to defer their registration by sending in a written application to the Dean of the respective Graduate School. The period of deferment cannot exceed one (1) semester.

9.2 Students Currently Pursuing Programmes at the University

9.2.1 Students can request to defer their programme of study by sending a written application providing reasonable grounds to the Dean of the respective Graduate School.

9.2.2 Students may be permitted to defer their study in any semester if they have a prolonged health problem. In this case, a letter from a recognised medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the semester will not be included in the maximum period permitted to obtain a degree.

9.2.3 Students may be permitted to defer their study in any semester for any reasons other than health problems with the permission of their sponsor (if any), and the permitted period for deferment will be included in the maximum period permitted in obtaining a degree.
9.2.4 Deferment can be allowed for a period of **not less than one (1) semester but not exceeding two (2) semesters** for students under two semester per academic session and **three (3) semesters** for students under three semester per academic session, during the entire duration of study.

9.3 Students who have been allowed to defer their period of study will not be deemed active students of this University and as such, are not eligible to use any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.

10.0 **PERIOD OF STUDY**

10.1 **Two Semesters Per Academic Session**

10.1.1 Postgraduate Diploma programme:

<table>
<thead>
<tr>
<th>Structure</th>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework programme</td>
<td>Full-time</td>
<td>Two (2)</td>
<td>Four (4)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Four (4)</td>
<td>Six (6)</td>
</tr>
</tbody>
</table>

10.1.2 Master’s programme:

<table>
<thead>
<tr>
<th>Structure</th>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coursework programme</strong> (coursework only or coursework with Project Paper)</td>
<td>Full-time</td>
<td>Three (3)</td>
<td>Six (6)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Five (5)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td><strong>Coursework programme</strong> (coursework with Research Paper)</td>
<td>Full-time</td>
<td>Three (3)</td>
<td>Six (6)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Four (4)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td><strong>Mixed mode programme</strong></td>
<td>Full-time</td>
<td>Three (3)</td>
<td>Six (6)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Four (4)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td><strong>Research programme</strong></td>
<td>Full-time</td>
<td>Three (3)</td>
<td>Six (6)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Four (4)</td>
<td>Ten (10)</td>
</tr>
</tbody>
</table>
10.1.3 Doctoral programme:

<table>
<thead>
<tr>
<th>Structure</th>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed mode programme</td>
<td>Full-time</td>
<td>Five (5)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Seven (7)</td>
<td>Fourteen (14)</td>
</tr>
<tr>
<td>Research programme</td>
<td>Full-time</td>
<td>Four (4)</td>
<td>Ten (10)</td>
</tr>
<tr>
<td></td>
<td>Part-time</td>
<td>Six (6)</td>
<td>Fourteen (14)</td>
</tr>
</tbody>
</table>

10.2 Three Semesters Per Academic Session

10.2.1 Postgraduate Diploma:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Two (2)</td>
<td>Five (5)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Three (3)</td>
<td>Nine (9)</td>
</tr>
</tbody>
</table>

10.2.2 Master’s programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Three (3)</td>
<td>Nine (9)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Five (5)</td>
<td>Fifteen (15)</td>
</tr>
</tbody>
</table>

10.2.3 Doctoral programme:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Period (semesters)</th>
<th>Maximum Period (semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Five (5)</td>
<td>Fifteen (15)</td>
</tr>
<tr>
<td>Part-time</td>
<td>Eight (8)</td>
<td>Twenty one (21)</td>
</tr>
</tbody>
</table>
11.0 PROGRAMME STRUCTURES

11.1 Students can choose one of the following programme structures (subject to the type of programme offered):

11.1.1 by coursework only (for postgraduate diploma and master's programmes); or

11.1.2 by mixed mode (for master and doctoral programmes); or

11.1.3 by research only (for Master and Doctoral programmes)

11.2 Students must successfully complete the required credit hours of the coursework and/or dissertation as specified in each programme to be eligible for an award of a degree.

12.0 CREDIT HOUR TRANSFER

12.1 Students who have taken courses at the postgraduate level at other universities and have obtained the degree, which is recognised by the University, can apply for credit hour transfer for the subjects which are deemed equivalent to the subjects required by the University programme.

12.2 Students should obtain at least a B grade for the course to be eligible for a credit hour transfer.

12.3 The University reserves the right to conduct a test for the course to be transferred.

12.4 The validity of courses for a credit hour transfer must be less than five (5) years from the application date.
12.5 The maximum number of credit hours transferable cannot exceed one third (1/3) of the total credit hours of the programme of study.

12.6 Application for a credit hour transfer must be made in writing to the Dean of the respective Graduate School in the first two (2) months of the first semester of the candidature.

13.0 COURSEWORK AND MIXED MODE PROGRAMMES

13.1 Registration Modes for Coursework

13.1.1 Course with Credit Hour

Courses registered for with credit hour (core and elective courses) will be taken into account for CGPA calculation.

13.1.2 Course without Credit Hour

Courses registered for without credit hour or by audit will not be taken into account for CGPA calculation.

13.1.3 Pre-requisite Course

Students who are required to register for pre-requisite course(s) must obtain a passing grade (i.e. B grade) as a condition to proceed with their programme of study. However, the grade will not be taken into account for CGPA calculation.

13.2 Course Registration

After discussing with an Academic Advisor on the choice of courses, students pursuing a programme of study by coursework must register the selected courses within the first two (2) weeks of the commencement of each semester. The number of courses registered for must be within the minimum and maximum number of credit hours allowed in each semester except in cases where the student has fulfilled all other coursework requirements.
13.3 Adding and Dropping Courses

Students can add or drop the registered courses within the first two (2) weeks of the commencement of each semester with the advice of an Academic Advisor. Courses dropped during this stipulated period will not be taken into account for calculation of the CGPA. The adding or dropping of courses is subject to the minimum and maximum number of credit hours allowed in each semester.

13.4 Course Load

13.4.1 Two Semesters Per Academic Session

Full-time students pursuing a programme of study other than full research can take a minimum of nine (9) credit hours and a maximum of sixteen (16) credit hours each semester. Part-time students can take between three (3) and nine (9) credit hours each semester. This total does not include courses registered as audit.

13.4.2 Three Semesters per Academic Session

Full-time students pursuing a programme of study other than full research can take a minimum of nine (9) credit hours and a maximum of twelve (12) credit hours each semester. Part-time students can take between three (3) and six (6) credit hours each semester. This total does not include courses registered as audit.


13.5.1 The number of credit hours for Project Paper/Research Paper/Dissertation is determined by each programme of study.

13.5.2 Students are allowed to start their Project Paper/Research Paper/Dissertation after they have successfully completed and passed all pre-requisite courses as specified by programme of study.
14.0 RESEARCH PROGRAMME

14.1 The Graduate School will determine the courses that students by research have to take before they are allowed to defend their proposal.

14.1.1 Master’s students by research are required to:

a) fulfil a maximum of eight (8) credit hours of courses;
b) pass all courses with at least a B grade; and
c) complete all courses within the first two (2) semesters of study.

14.1.2 Doctoral students by research are required to:

a) fulfil a maximum of eight (8) credit hours of courses;
b) pass all courses with at least a B grade; and
c) complete all courses within the first two (2) semesters of study.

14.2 The thesis must be prepared in accordance with the “Guidelines for Postgraduate Thesis Preparation” of the respective Graduate School.

14.3 Candidates are not allowed to submit a research work that has already been submitted to this University or any other universities, but they can include any portions of the said thesis and make appropriate reference to the usage of the said portions.

14.4 Candidates must submit three (3) copies of a thesis comprising two (2) bound copies and one (1) unbound copy (soft copy in PDF format) within sixty (60) days after the thesis has been approved, to the Dean of the respective Graduate School.

14.5 To publish an approved thesis, or any portions of it, candidates must indicate clearly that the said thesis was submitted to this University in fulfilment of a programme of study.

14.6 With the approval of the Thesis Committee, candidates can use any portions of their thesis for the purpose of any academic publication during their candidature, subject to appropriate acknowledgement being made in the said publication.

14.7 The University reserves the right to use an approved thesis or otherwise, for teaching and research purposes.
14.8 Candidates are allowed to apply to this University to obtain a moratorium on the use of the thesis for a certain period of time before being allowed to be used by other parties. However, the University reserves the right to reverse this decision.

15.0 THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

15.1 Thesis

15.1.1 Thesis is an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of programme by research.

15.1.2 Thesis of a Doctoral programme by research:

\[ \begin{align*}
& a) \quad \text{must not exceed 100,000 words; and} \\
& b) \quad \text{the colour of the thesis cover is maroon (for PhD) and \textbf{Red} (for Doctor of Management).}
\end{align*} \]

15.1.3 Thesis of a master’s programme by research:

\[ \begin{align*}
& a) \quad \text{must not exceed 60,000 words; and} \\
& b) \quad \text{the colour of the thesis cover is \textbf{green}.}
\end{align*} \]

15.2 Dissertation

15.2.1 Dissertation is an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of programme by mixed mode.

15.2.2 Dissertation of a Doctoral programme by mixed mode:

\[ \begin{align*}
& a) \quad \text{must not exceed 60,000 words; and} \\
& b) \quad \text{the colour of the thesis cover is \textbf{dark brown}.}
\end{align*} \]

15.2.3 Dissertation of a master’s programme by mixed mode:

\[ \begin{align*}
& a) \quad \text{must not exceed 45,000 words; and} \\
& b) \quad \text{the colour of the thesis cover is \textbf{blue black}.}
\end{align*} \]
15.2.4 Dissertation must be completed within the minimum period of two (2) semesters or until the maximum period of study.

15.2.5 Students will be evaluated in an oral examination (viva voce) session.

15.3 **Research Paper**

15.3.1 Research Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **12 or more**.

15.3.2 The Research Paper must be completed within the minimum period of one (1) semester or until the maximum period of study.

15.3.3 Students will be evaluated in an oral examination (viva voce) session.

15.3.4 The Research Paper must not exceed 30,000 words and the colour of the cover is **black**.

15.4 **Project Paper**

15.4.1 Project Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **less than 12**.

15.4.2 The Project Paper must be completed within the minimum period of one (1) semester or until the maximum period of study.

15.4.3 Students will be evaluated based on the Project Paper submitted to the supervisor and a reviewer.

15.4.4 The Project Paper must not exceed 30,000 words and the colour of the cover is **black**.
16.0 **THESIS SUPERVISOR/THESIS COMMITTEE**

16.1 **Thesis Supervisor and Thesis Committee**

16.1.1 Students pursuing a programme of study by research will be guided by:

a) one Supervisor; **or**
b) one Main Supervisor and a Co-supervisor; **or**
c) a Thesis Committee comprising at least three (3) members.

16.1.2 Appointment of Supervisor(s) for doctoral students must be among:

a) Professors; **or**
b) Academic staff members with a doctoral degree in a related field and have obtained the doctoral degree within the last two (2) years;
c) A co-supervisor (if any), can be appointed from among academic staff members or non-academic staff members in a related field whose doctoral degree is approved by the University Senate.

16.1.3 Appointment of Supervisor(s) for master’s students must be among:

a) Academic staff members with at least a master’s degree in a related field and with three (3) years of work experience.
b) A co-supervisor (if any), can be appointed among non-academic staff members whose master’s degree (minimum qualification) is approved by the University Senate.

16.2 **Changing Supervisor(s)**

16.2.1 Under exceptional and reasonable circumstances, a master’s student can apply for a change of the appointed Supervisor during the first semester, while a PhD student is allowed to do so during the first three (3) semesters.

16.2.2 If for any reasons the Supervisor or the Main Supervisor or the Co-supervisor or any of the Committee Members is unable to fulfil his/her obligation, the Dean of the respective Graduate School must appoint another academic staff member to carry out the said function for a period deemed appropriate.
16.3 Supervisor is not allowed to withdraw from being a supervisor without any strong reason. An official application for withdrawal has to be made by the supervisor to the Dean of the Postgraduate School concerned so that proper consideration can be made by the Appeal Committee.

17.0 RESPONSIBILITIES OF SUPERVISOR, CO-SUPERVISOR AND THESIS COMMITTEE

17.1 When a Co-supervisor is appointed, the Main Supervisor will bear the greater responsibility of supervising whilst the Co-supervisor will assist the Main Supervisor.

17.2 A Supervisor or Thesis Committee members have the responsibility to supervise the work and progress of their student until the thesis is deemed fit for assessment and oral examination. The Supervisor or the Main Supervisor and the Co-supervisor or the Thesis Committee Members will evaluate the thesis and determine if the candidate is ready to take an oral examination (viva voce).

18.0 PROPOSAL DEFENCE

18.1 Full-time Doctoral students by Research

18.1.1 Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.1.2 Full-time Doctoral students must defend their proposal within eighteen (18) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.1.3 Students, who failed to defence within eighteen (18) months from the date of admission will be terminated.

18.1.4 Students, who defended their proposal but failed, are allowed to appeal for re-defend within twenty four (24) months from the date of admission.
18.1.5 Students, who fail in their re-defence, will be terminated from their studies.

18.1.6 Students, who fail to re-defence within twenty four (24) months will be terminated.

18.2 Part-time Doctoral students by Research

18.2.1 Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.2.2 Part-time doctoral students must defend their proposal within twenty four (24) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.2.3 Students, who failed to defence within twenty four (24) months from the date of admission will be terminated.

18.2.4 Students, who defended their proposal but failed, are allowed to appeal for re-defend within thirty six (36) months from the date of admission.

18.2.5 Students, who fail in their re-defence, will be terminated from their studies.

18.2.6 Students, who fail to re-defence within twenty four (24) months will be terminated.

18.3 Full-time Master’s Students by Research

18.3.1 Full-time master’s students must defend their proposal within nine (9) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.3.2 Students, who failed to defence within nine (9) months from the date of admission will be terminated.
18.3.3 Students who defended their proposal but failed are allowed to appeal for re-defend within twelve (12) months from the date of admission.

18.3.4 Students, who fail in their re-defence, will be terminated from their studies.

18.3.5 Students, who fail to re-defence within twelve (12) months from the date of admission will be terminated.

18.4 Part-time Master’s Students by Full Research

18.4.1 Part-time master’s students must defend their proposal within twelve (12) months from the date of admission. Notification for intent to defend proposal must be submitted at least one (1) month prior to the proposed date.

18.4.2 Students, who failed to defence within twelve (12) months from the date of admission will be terminated.

18.4.3 Students, who defended their proposal but failed, are allowed to appeal for re-defend within eighteen (18) months from the date of admission.

18.4.4 Students, who failed in their re-defence, will be terminated from their studies.

18.4.5 Students, who failed to re-defence within eighteen (18) months from the date of admission will be terminated.

19.0 DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA VOCE)

19.1 Doctoral Candidates

19.1.1 Full-time doctoral candidates:

i. Can submit their theses for oral examination (viva voce) earliest after twenty four (24) months or two (2) years from the date of admission.

ii. Should submit their theses within sixty (60) months or five (5) years from the date of admission.
19.1.2 Part-time doctoral candidates:

i. Can submit their theses for oral examination (viva voce) after **thirty six (36) months or three (3) years** from the date of admission.

ii. Not prejudicing the above-said, theses shall be submitted within **eighty four (84) months or seven (7) years** from the date of admission.

19.1.3 Candidates who fail to submit their theses within the specified period will be deemed _Fail_.

19.2 **Master’s Candidates**

19.2.1 Full-time master’s candidates:

i. Can submit their theses for oral examination (viva voce) earliest after **eighteen (18) months** from the date of admission.

ii. Subject always to the threshold limit of **thirty six (36) months or three (3) years** to submit antecedent from the date of admission into their course.

19.2.2 Part-time master’s candidates:

i. Can submit their theses for oral examination (viva voce) earliest after **twenty four (24) months or two (2) years** from the date of admission.

ii. Subject always to the threshold limit of **sixty (60) months of five (5) years** to submit antecedent from the date of admission into their course.

19.2.3 Candidates who fail to submit their theses within the time specified shall be deemed _Fail_.


20.0 **FORMAT OF THESIS**

Candidates are required to abide and conform to the thesis format guideline specified by respective graduate schools before submission for Oral Examination of Thesis (viva voce). Students are fully responsible to proof read their theses before submission.

21.0 **ORIGINALITY OF THESIS**

21.1 Thesis submitted to the Graduate School for proposal defence and viva voce will be evaluated for its originality by the UUM Library.

21.2 The similarity index should not be more than twenty percent (20%).

22.0 **THESIS EXAMINATION BOARD**

22.1 A Thesis Examination Board will be set-up for Oral Thesis Examination (viva voce) when a candidate fulfilled all the requirements and upon approval of the supervisor(s).

22.2 **Members of the Thesis Examination Board** comprise:

   a) a Chairperson;
   b) one Internal Examiner; and
   c) at least one External Examiner.

   If the candidate is a staff member of UUM, the members of the Thesis Examination Board will consist of a Chairman and two (2) External Examiners from other universities.

22.3 **Chairman of the Thesis Examination Board**

   22.3.1 The Chairman of the Thesis Examination Board for doctoral candidates must be a(an):

   a) Assistant Vice-Chancellor; or
   b) Dean; or
   c) Professor; or
   d) Associate Professor with a doctoral degree and has successfully produced at least one (1) doctoral student.
22.3.2 The Chairman of the Thesis Examination Board for **master’s candidates** must be a(an):

a) Dean; or
b) Associate Professor; or
c) Head of Department; or
d) academic staff member with a doctoral degree.

22.3.3 Roles and responsibilities of the Chairperson:

a) shall facilitate and assist the examiners to reach a consensus of the viva voce result;
b) shall not influence the decision of the viva-voce by the examiners;
c) may intervene in the examining process if she/he considers that fairness to the candidate is at risk;
d) provide a written report on the overall running of the session.

22.4 The Appointment of Examiner

22.4.1 The Examiner should be an expert in the same or relevant field as the candidate or whoever deemed suitable by the University.

22.4.2 The Internal and External Examiner for **doctoral and masters candidates** must have Doctoral qualification. At least one of the examiners must be of equal or above the supervisor(s) academic rank and designation.

22.4.3 The Internal and External Examiner must not:

i. have been involved in the supervision of the candidate or supervisor(s) as supervisor, co-supervisor or advisor;
ii. be or have been, involved in any research and publication collaboration with the candidate for the past three (3) years;
iii. have any current or previous familial or personal relationship with either supervisor(s) or candidate.
22.4.4 The Internal and External Examiners are required to attend the viva-voce session through any of these means:

i. video conference, skype or online conferencing;
ii. attending in person;
iii. not attending in person but have submitted comprehensive written report for the assessment.

22.5 The Supervisors (Main Supervisor and Co-supervisor) and the School Representative are not members of the Thesis Examination Board.

22.6 Examination of Thesis and Dissertation

22.6.1 Before the viva voce session

The Examiner will be given five (5) weeks to submit a report of a thesis/dissertation examination after the date of his/her formal appointment. If the Graduate School does not receive any response from the Examiner within the time specified, his/her appointment will be revoked and a new Examiner will be appointed.

22.6.2 After the viva voce Session

i. If the candidate was awarded Pass with Minor Revision Status, The Examiner(s) will be given up to two (2) weeks to submit the report of a thesis/dissertation examination after the date of correction is submitted.

ii. If the candidate was awarded Pass with Major Revision Status, The Examiner(s) will be given up to four (4) weeks to submit the report of a thesis/dissertation examination after the date of correction is submitted.

If the Graduate School does not receive any response from the Examiner(s) within the specified, the correction is considered valid.
22.7 The Thesis Examination Board must recommend to the Senate via the Postgraduate Examination Board that a candidate be awarded the following status:

a) **Pass** – the candidate will be awarded the relevant degree; or

b) **Pass with Minor Revision** – the candidate will be awarded the relevant degree but, subject to amendments and corrections made within three (3) months; or

c) **Pass with Major Revision** - the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, within six (6) months for a master’s programme and twelve (12) months for a doctoral programme. A second viva voce session is not required; or

d) **Re-viva** – the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, within twelve (12) months for a master’s programme and eighteen (18) months for a doctoral programme. A second viva voce session is required.

The result of the re-viva will either be a **Pass** or **Pass with Minor Revision** (the candidate is required to make amendments and corrections to the thesis and submit it within three months) or **Fail**; or

e) **Fail** – the candidate has failed.

22.8 If the corrected or amended thesis/dissertation does not fulfil the requirements, the **Examiner** reserves the right to give the candidates a **Fail** status.

23.0 **APPEAL AGAINST THE RESULT OF THE VIVA VOCE**

23.1 Candidates of programme by research may appeal to the University if they are not satisfied with the result given by the Thesis Examination Board.

23.2 Only candidates who obtained fail status may appeal.

23.3 Appeal against the result of the viva voce must be submitted in writing to the Dean of the respective Graduate School within a **months** after the result was announced by the Thesis Examination Board.
23.4 The decision on the appeal is made by the **Viva Appeal Committee**, which consists of:

a) Deputy Vice-Chancellor as the Chairman;
b) Dean of the respective Graduate School;
c) Dean of the respective School;
d) A Professor as a Senate representative;
e) A Professor/ Associate Professor in the field related to the student’s research area;

23.5 The officer appointed as a member of Viva Appeal Committee shall report to the university and withdraw and rescue in the situation that would raise conflict of interest.

23.6 The Viva Appeal Committee may decide either to:

a) Reject student’s appeal and uphold the decision made by the Thesis Examination Board; or
b) Appoint new Examiners (Internal and External Examiner) and reschedule a re-viva for student.

23.7 Appeal against the result of the viva-voce can only be made once.

### 24.0 ASSESSMENT AND EXAMINATION

#### 24.1 Assessment

24.1.1 Students will be evaluated every semester based on coursework (essay, projects, practical work, tests and other assignments) given during each semester.

24.1.2 Types of examination are:

a) course examination (including continuous assessment throughout the semester and/or the final semester examination);
b) oral examination (viva voce);
c) thesis assessment;
d) other examinations as determined by the programme.
24.2 **Assessment and Examination for Postgraduate Diploma and Master’s Programmes**

24.2.1 Assessment and examination for students pursuing a programme of study by coursework will be based on:

a) assessment and examination for the courses taken during each semester;
b) Research Paper/Project Paper;
c) oral examination (viva voce) of the Research Paper as determined by the programme.

24.2.2 Assessment and examination for students pursuing a programme of study by research can consist of:

a) oral examination of a thesis proposal;
b) a written thesis;
c) oral examination (viva voce) before the Thesis Examination Board or as determined by the programme.

24.2.3 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed mode) can consist of:

a) examination of the courses taken during each semester;
b) a written dissertation;
c) oral examination (viva voce) as determined by the programme.

24.3 **Assessment and Examination for Doctoral Programmes**

24.3.1 Assessment and examination for students pursuing a programme of study by research can consist of:

a) oral defence of a thesis proposal before a Thesis Committee;
b) a written thesis;
c) oral examination (viva voce) before the Thesis Examination Board as determined by the programme.
24.3.2 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed mode) can consist of:

a) examination of the courses taken during each semester;
b) qualifying examination, if necessary;
c) comprehensive examination;
d) a written dissertation;
e) oral defence of a dissertation proposal before a Thesis Committee;
f) oral examination (viva voce) before the Board of Examiners as determined by the programme.

24.4 Students are allowed to take an oral examination (viva voce) of the thesis not more than two (2) times.

24.5 Qualifying and Comprehensive Examinations

24.4.1 For certain programmes, students will be required to take a qualifying examination and/or a comprehensive examination to qualify for the award of a degree (for master’s programmes) or to continue with the programme of study for a doctoral programme.

24.4.2 Students who fail the qualifying examination will be advised to take courses determined by an Academic Advisor.

24.4.3 Students who fail the comprehensive examination can repeat the examination.

24.4.4 The comprehensive examination will be conducted by a sub-examination committee comprising at least three (3) members (including the Academic Advisor) appointed by the College based on their areas of expertise. This Committee determines the scope of the examination. The Academic Advisor must inform the student of the examination requirements six (6) months before the examination is scheduled.

24.6 Students may appeal to the Senate of the University if they are not satisfied with the result given by the Examination Board.
25.0 GRADING SYSTEM

25.1 Students will be evaluated based on the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark Scale</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 – 100</td>
<td>4.00 (Excellent)</td>
</tr>
<tr>
<td>A</td>
<td>80 – 89</td>
<td>4.00 (Excellent)</td>
</tr>
<tr>
<td>A-</td>
<td>75 – 79</td>
<td>3.67 (Good)</td>
</tr>
<tr>
<td>B+</td>
<td>70 – 74</td>
<td>3.33 (Good)</td>
</tr>
<tr>
<td>B</td>
<td>65 – 69</td>
<td>3.00 (Good)</td>
</tr>
<tr>
<td>B-</td>
<td>60 – 64</td>
<td>2.67 (Satisfactory)</td>
</tr>
<tr>
<td>C+</td>
<td>55 – 59</td>
<td>2.33 (Satisfactory)</td>
</tr>
<tr>
<td>C</td>
<td>50 - 54</td>
<td>2.00 (Fail)</td>
</tr>
<tr>
<td>C-</td>
<td>45 - 49</td>
<td>1.67 (Fail)</td>
</tr>
<tr>
<td>D+</td>
<td>40 - 44</td>
<td>1.33 (Fail)</td>
</tr>
<tr>
<td>D</td>
<td>35 – 39</td>
<td>1.00 (Fail)</td>
</tr>
<tr>
<td>F</td>
<td>0 – 34</td>
<td>0.00 (Fail)</td>
</tr>
<tr>
<td>X</td>
<td>-</td>
<td>0.00 (Barred)</td>
</tr>
<tr>
<td>S/US</td>
<td>-</td>
<td>Satisfactory/ Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>Withdraw</td>
</tr>
<tr>
<td>P/F</td>
<td>-</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>IP</td>
<td>-</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

25.2 A Project Paper will be graded based on the above grading system, which will be taken into account in calculating the CGPA.

25.3 A master's Research Paper will be evaluated based on the following grading system:

<table>
<thead>
<tr>
<th>Mark Scale</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>High Distinction</td>
</tr>
<tr>
<td>75 – 89</td>
<td>Distinction</td>
</tr>
<tr>
<td>60 – 74</td>
<td>Credit</td>
</tr>
<tr>
<td>55 – 59</td>
<td>Pass</td>
</tr>
<tr>
<td>0 – 54</td>
<td>Fail</td>
</tr>
</tbody>
</table>
25.4 A **Fail or F** grade can also be given to students who do not take the final examination on a subject for which they have registered, except for subjects that do not have a final examination which have been approved by the Postgraduate Committee of the respective Graduate School.

25.5 An **X grade** or a **Bar status** is a **non-redeemable** grade and will be given to students in any one of the three (3) circumstances:

a) Students are barred from taking an examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions;

b) Students are barred from taking examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions in any courses that do not have a final examination;

c) Students are barred from taking examination when they enter the examination hall **more than thirty (30) minutes** after the examination starts without reasonable excuse.

25.6 **Satisfactory/Unsatisfactory or S/US** Grade will be given to students who register for **Audit** courses, which will not be taken into account for the calculation of the CGPA. Students are not allowed to change to audit status after the last day of the withdrawal date.

25.7 **Withdraw or W** Grade will be given to students who submit an application to the Dean of the respective Graduate School after obtaining an approval from the lecturer concerned to **withdraw from the examination**, but on the condition the application is made at least **one (1) week before the examination period**.

25.8 **In Progress or IP** Grade will be given to students who have not completed their Project Paper, Research Paper, Internship, Practicum or Dissertation. The number of credit hours will not be taken into account for the calculation of the CGPA. The **IP** Grade is subject to the following terms:

25.8.1 **Internship and Practicum**

a) Students are allowed to complete their Internship/Practicum within the minimum period of **one (1) semester** and the maximum period of **three (3) semesters**.

b) **IP** Grade will be given in the first and second semester when students fail to submit their Internship/Practicum Report on the specified date;
25.8.2  **Project Paper and Research Paper**

a) Students are allowed to complete their Project Paper/Research Paper within the minimum period of one (1) semester or until the maximum period of their study;

b) IP Grade will be given in the first semester when students register for Project Paper/Research Paper or until the maximum period of their study;

c) If students fail to submit their Project Paper/Research Paper within the specified period of their final semester (maximum) of study, they will be given a **Fail** status;

25.8.3  **Dissertation (for mixed mode programme)**

a) Students are allowed to complete their dissertation within the minimum period of two (2) semesters or until the maximum period of their study;

b) IP Grade will be given in the first semester when students register for dissertation or until the maximum period of their study;

c) If students fail to submit their dissertation within the specified period of their final semester (maximum) of study, they will be given a **Fail** status;

26.0  **TERMS FOR CONTINUED REGISTRATION**

26.1  **Pass Status**

Students who obtain a CGPA of more than 3.00 in the semester will obtain a Pass status and is allowed to proceed to the next semester.

26.2  **Conditional Pass Status**

Students who obtain a CGPA of less than 3.00 and at least 2.67 up to 2.99 in the semester will obtain a Conditional Pass status. They be given a reminder to improve their CGPA to achieve a Pass status in the next semester.
26.3 **Repeat Semester**

26.3.1 **Repeat Semester** is a semester where students have to repeat all courses taken in that semester, in which the CGPA obtained is less than 2.67 (i.e. 2.00 – 2.66) for the first time.

26.3.2 Students who are allowed to repeat the semester will be given a reminder to improve their CGPA to achieve a Pass status in the next semester.

26.3.3 All courses taken during the semester will not be taken into account for the calculation of CGPA. However, they will remain on the students’ academic records.

26.3.4 The status of Repeat Semester is given only once during the study period.

26.4 **Fail Status**

a) Students who obtain a CGPA of less than 2.00 in any semesters will be given a Fail status and will be **terminated** from the University.

b) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of 2.90 – 2.99 for the second time will be given a Fail status, but they are allowed to **continue** their study without having to appeal.

c) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of 2.80 – 2.89 for the second time will be given a Fail status, but they are allowed to **continue** their study after appeal.

d) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of less than 2.80 will be given a Fail status and will be **terminated** from the University.

26.5 Students as in 25.3, 25.4(b), 25.4(c) and 25.4(d), who obtain a CGPA of less than 3.00 in the following semesters will be **terminated** from the University.
27.0 TERMS FOR REPEATING COURSES

27.1 Doctoral and master’s students by full research who have to register for courses as required by the Graduate School should obtain at least a B grade. Students who obtain less than a B grade are required to repeat the courses before they are allowed to proceed with their proposal defence.

27.2 Students who obtain a grade point of less than 2.33 (C+) in any courses will be required to repeat the course.

27.3 Students who obtain either a grade point of 2.67 (B-) or 2.33 (C+) are allowed to repeat the course. Their CGPA will be calculated based on the latest grade of the course.

27.4 Students are not allowed to repeat the examination of a course if they have obtained a grade point of 3.00 or B and above.

28.0 AWARD OF DEGREE

In order to be awarded a degree, students shall fulfil the following requirements:

a) pass examination on all courses required by the programme of study and obtain a CGPA of at least 3.00;

b) sit for any other examinations as required by the programme of study;

c) fulfil all requirements of the Universities and University Colleges Act 1971 and other related acts;

d) settle all debts to the university;

e) students pursuing a programme of study by research must present and defend the thesis successfully;
f) For PhD candidates:

(i) They shall produce at least one (1) article, accepted/published for publication in a Scopus Indexed Journal.

(ii) The article is produce individually or can be co-authored only with and consented by the supervisor(s).

(iii) The article accepted or published must be based on the PhD candidate’s research topic.

(iv) The article must be accepted or published during the candidacy.

(v) The article must be accepted or published before a viva-voce session.

29.0 TERMINATION OF STUDY

If students obtain an unsatisfactory academic report or have violated the Universities and University Colleges Act 1971 or other related acts, the Graduate School is given the authority and sanctioned to recommend to the Senate to have their study terminated.

30.0 POWER OF SENATE

The Senate can make exceptions to any of the terms under these Rules.
EXAMINATION RULES

(From paragraph 12 of UUM [Examinations] 1988)

1.0 BEFORE THE EXAMINATION

1.1 Students are required to check the examination time table to ensure there are no discrepancies in terms of the time and place of the examination on courses registered. Any changes made to the timetable will be displayed on the Notice Board of the respective Schools/Graduate Schools. Under no circumstances will an oversight in reading the timetable be accepted as an excuse for not attending any of the examinations.

1.2 Students must be present in the Examination Hall at the exact time as stipulated in the timetable. Extra time will not be given under any circumstances. All students must bring their identity card/passport, examination slip and smart card. Students who fail to bring their examination slip will not be allowed to sit for the examination.

1.3 Students are not allowed to bring in or take out books, papers, documents, photographs and printed materials from the Examination Hall, unless authorized by the Invigilator.

1.4 Students are allowed to bring stationery cases containing writing materials, pens, pencils, rulers and calculators to the Examination Hall.

1.5 Students are allowed to enter the Examination Hall fifteen (15) minutes before the scheduled examination time unless instructed by the Chief Invigilator. Students are not allowed to enter the Examination Hall thirty (30) minutes after the examination begins.

(Reminder: Students who are barred from sitting the examination will be given an ‘X’ Grade with a grade point of 0.00)

1.6 Students are free to choose any seats in the Examination Hall. Students are required to take their seats in a quiet and orderly manner.
2.0 DURING THE EXAMINATION

2.1 In the Examination Hall, students are required to:

a) fill the attendance slip and place it on the right hand corner of the table;

b) place their identity card/passports, examination slip and smart cards on the completed attendance slip. The Invigilators will collect and check the attendance slip. Students are reminded to take back their identity card/passport, examination slip and smart card after the said documents have been checked.

2.2 Students must write their matriculation number, identity card/passport number, date, course code/course description, lecturer’s name and group (if any) on all answer scripts.

2.3 Students are not allowed to smoke in the Examination Hall.

2.4 Students are not allowed to communicate with each other during the examination. Students are advised to raise their hands should they need assistance from the Chief Invigilator or Invigilators.

2.5 An announcement will be made to indicate the end of the examination. Students must stop writing as soon as this announcement is made.

2.6 Students must tie their answer scripts together. Students are not allowed to leave the Examination Hall until all answer scripts have been collected by the Chief Invigilator/Invigilators.

2.7 Students are allowed to leave the Examination Hall half an hour after the Examination commences. However, students are not allowed to leave the Examination Hall fifteen (15) minutes before the examination ends.

2.8 Students who fall ill during the examination must inform the Chief Invigilator/Invigilators as soon as possible.

2.9 Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination will be subjected to appropriate actions in accordance with the University Examination Rules.
3.0 STUDENTS WHO ARE UNABLE TO TAKE THE EXAMINATION

3.1 Students who are unable to sit for an examination on any of the courses registered must provide reasons in writing, by enclosing relevant supporting documents to the Dean of the respective Graduate School, before or within seven (7) days after the date of the scheduled examination. Failure to provide valid reasons for not attending the examination may result in the student getting **F grade** for the course. All enquiries regarding examination must be forwarded to the Dean of the respective Graduate School.

3.2 Students who fail to sit for all the scheduled examinations without valid reasons, accepted by the board of Examiners of the University or without prior approval of the Board will be deemed to have failed in the particular semester.

4.0 APPEAL ON EXAMINATION RESULTS

4.1 Students who wish to appeal against the result of the final examination, must submit their appeal in writing to the Dean of the respective Graduate School within two (2) weeks after the examination result has been announced. Any appeal received after the stipulated period will not be entertained.

4.2 Students must state the name of the course(s) for which the answer scripts are to be re-examined.

4.3 Students will be charged **RM100.00 per course** to be re-examined. Payment should be made to the Bursar’s Department. The payment slip should be enclosed with the appeal letter.

4.4 The Dean of the respective Graduate School will set-up an appeal committee to re-examine the paper to determine technical mistakes that exist in terms of addition of marks or any part of the answer not being marked or marks being given wrongly for any part of the answer.

4.5 The decision made by the Appeal Committee will be forwarded by the Dean to the University Senate for approval before the student concerned is informed about the result should there be a change in grade.

4.6 The decision made by the Senate is final.
5.0 REMINDER REGARDING ACADEMIC DISHONESTY

5.1 Interpretation of Academic Dishonesty:

a) Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination.
b) Students who violate the Examination Regulations including plagiarism of thesis, dissertation, research paper, project paper, assignments and others.
c) Students sitting for examinations or preparing assignments (project paper, thesis etc.) on behalf of other students.

5.2 Students who commit academic dishonesty will be brought upon the Academic Dishonesty Committee comprising:

a) Deputy Vice-Chancellor (Academic and International) or Assistant Vice-Chancellor of the College concerned acting as the Chairperson.

Members
b) Two (2) academic staff of the respective School;
c) The Registrar or a representative (Secretary)

5.3 An inquiry will be held as soon as possible. If students are found guilty, one (1) of the following punishments will be imposed:

a) Fail with F grade will be given for the course associated with the case (the F grade is not redeemable); or
b) Fail with F grade will be given to all courses registered for during the said semester or some of the courses taken prior to the said semester (the F grade is not redeemable); or

c) Fail with F grade will be given to all courses associated with the case (the F grade is not redeemable); or

d) the case will be referred to the Student Disciplinary Committee.

5.4 Students who are caught plagiarising beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the board of examiners annulled and the master’s or doctoral qualification revoked with immediate effect.
5.5 If students are found guilty by the Student Disciplinary Committee, one (1) or more of the following punishments can be meted out:

a) a written warning will be issued and recorded on their academic record;
b) a fine of not exceeding RM 200.00;
c) exclusion from any specific part or parts of the University for a specified period;
d) suspension from being a student of the University for a specified period;
e) expulsion from the University.

5.6 The Vice-Chancellor can use his discretion where necessary to prevent students, who are found to have violated any of the regulations, from taking any examination or all the examinations, if he is satisfied and the evidence of prima facie exists regarding the said violation.
Section 5 | ACADEMIC INFORMATION
INTRODUCTION

Just like the beautiful country in which we are located, Awang Had Salleh Graduate School of Arts and Sciences is a rich blend of traditional and modern styles. We have developed a singular character to embrace those things that set us apart. We pride ourselves in the quality of both our teaching and research as well as having a unique living and learning environment.

Awang Had Salleh Graduate School of Arts and Sciences provides access to world-class resources across a wide range of disciplines. This translates into industry-ready skills and a competitive edge for graduates.

Employers demand that graduates possess not just qualifications, but also have the experience and ability to contribute to the workplace. To meet these demands, Awang Had Salleh Graduate School of Arts and Sciences has developed programmes and partnerships with academic and industry partners, with a heavy focus on applied learning. This helps ensure that the skills and knowledge taught at Awang Had Salleh Graduate School of Arts and Sciences are up-to-date and in high demand.

Our programmes are approved by the Malaysia Qualifications Agency (MQA) and the Ministry of Education, Malaysia.

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### PROGRAMMES OFFERED

#### UUM SINTOK

Postgraduate programmes offered at UUM Sintok Campus are as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Programme</th>
<th>Programme Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doctor of Philosophy (PhD) – Field of study:</td>
<td>• Research</td>
</tr>
<tr>
<td></td>
<td>● Applied Linguistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Broadcasting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Communication</td>
<td></td>
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<tr>
<td></td>
<td>● Computer Science</td>
<td></td>
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<tr>
<td></td>
<td>● Contemporary Malay Language Studies</td>
<td></td>
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<tr>
<td></td>
<td>● Counselling</td>
<td></td>
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<tr>
<td></td>
<td>● Decision Science</td>
<td></td>
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<tr>
<td></td>
<td>● Education</td>
<td></td>
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<tr>
<td></td>
<td>● History</td>
<td></td>
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<tr>
<td></td>
<td>● Information Technology</td>
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<td></td>
<td>● Islamic Studies</td>
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<tr>
<td></td>
<td>● Mathematics</td>
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<td></td>
<td>● Media Management</td>
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<td></td>
<td>● Multimedia</td>
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<tr>
<td></td>
<td>● Psychology</td>
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<td></td>
<td>● Social Work</td>
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<tr>
<td></td>
<td>● Social Studies</td>
<td></td>
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<tr>
<td></td>
<td>● Statistics</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Master of Science (Information and Communication Technology)</td>
<td>• Coursework</td>
</tr>
<tr>
<td>3</td>
<td>Master of Science (Information Technology)</td>
<td>• Coursework</td>
</tr>
<tr>
<td></td>
<td>● Coursework and Dissertation</td>
<td>• Coursework (mix mode)</td>
</tr>
<tr>
<td></td>
<td>● Research</td>
<td>• Research</td>
</tr>
<tr>
<td>4</td>
<td>Master of Science (Intelligent System)</td>
<td>• Coursework</td>
</tr>
<tr>
<td></td>
<td>● Coursework and Dissertation</td>
<td>• Coursework (mix mode)</td>
</tr>
<tr>
<td></td>
<td>● Research</td>
<td>• Research</td>
</tr>
<tr>
<td>5</td>
<td>Master of Science (Technopreneurship)</td>
<td>• Research</td>
</tr>
<tr>
<td>Program</td>
<td>Specialisations</td>
<td>Course Options</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>6 Master of Education (MEd.) – specialisation</td>
<td>in:</td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)&lt;br&gt;• Research</td>
</tr>
<tr>
<td>● Curriculum and Instruction&lt;br&gt;● Educational Psychology&lt;br&gt;● English Language Teaching&lt;br&gt;● Instructional Technology&lt;br&gt;● Islamic Education&lt;br&gt;● Values and Moral Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Master of Science (Educational Management)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)&lt;br&gt;• Research</td>
</tr>
<tr>
<td>8 Master of Science (Principalship)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)&lt;br&gt;• Research</td>
</tr>
<tr>
<td>9 Master in Applied Linguistics</td>
<td></td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)&lt;br&gt;• Research</td>
</tr>
<tr>
<td>10 Master of Arts (Contemporary Malay Language Studies)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)&lt;br&gt;• Research</td>
</tr>
<tr>
<td>11 Master of Science (Counselling)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Research</td>
</tr>
<tr>
<td>12 Master of Arts (Psychology)</td>
<td></td>
<td>• Research</td>
</tr>
<tr>
<td>13 Master of Social Work</td>
<td></td>
<td>• Coursework&lt;br&gt;• Research</td>
</tr>
<tr>
<td>14 Master of Arts (Social Work)</td>
<td></td>
<td>• Research</td>
</tr>
<tr>
<td>15 Master of Science (Correctional Science)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Research</td>
</tr>
<tr>
<td>16 Master of Science (Managerial Communication)</td>
<td></td>
<td>• Coursework&lt;br&gt;• Coursework and Dissertation (mix mode)</td>
</tr>
<tr>
<td>17 Master of Science (Media Management)</td>
<td></td>
<td>• Research</td>
</tr>
<tr>
<td>18 Master of Science (Multimedia Studies)</td>
<td></td>
<td>• Research</td>
</tr>
<tr>
<td>19 Master of Arts (Communication)</td>
<td></td>
<td>• Research</td>
</tr>
<tr>
<td>20 Master of Science (Statistics)</td>
<td></td>
<td>• Research</td>
</tr>
</tbody>
</table>
### Postgraduate Academic Handbook

#### 2017-2018 SESSION

<table>
<thead>
<tr>
<th>No.</th>
<th>Programme</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Master of Science (Decision Science)</td>
<td>Coursework and Dissertation (mix mode)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research</td>
</tr>
<tr>
<td>22</td>
<td>Master of Science (Mathematics)</td>
<td>Research</td>
</tr>
<tr>
<td>23</td>
<td>Master of Science (Data Analysis)</td>
<td>Coursework</td>
</tr>
<tr>
<td>24</td>
<td>Master of Arts (History)</td>
<td>Research</td>
</tr>
<tr>
<td>25</td>
<td>Master of Arts (Islamic Studies)</td>
<td>Research</td>
</tr>
</tbody>
</table>

### OFF-CAMPUS CENTRES

Awang Had Salleh Graduate School of Arts and Sciences also offers postgraduate programmes by **coursework** at the following off-campus centres:

<table>
<thead>
<tr>
<th>No.</th>
<th>Off-campus Centre</th>
<th>Programme</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Master of Education – specialisation in</td>
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<td>● Curriculum and Instruction</td>
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<td>Master of Science (Educational Management)</td>
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<td>Master of Science (Principalship)</td>
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<td>Master in Applied Linguistics</td>
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<td>Master of Arts (Contemporary Malay Language Studies)</td>
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<td></td>
<td></td>
<td>Master of Science (Counselling)</td>
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<tr>
<td>1.</td>
<td>Kota Bharu, Kelantan</td>
<td>Master of Education – specialisation in</td>
</tr>
<tr>
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<td>● Curriculum and Instruction</td>
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<td>Master of Arts (Contemporary Malay Language Studies)</td>
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<td>Master of Science (Counselling)</td>
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<td>2.</td>
<td>Kuala Terengganu, Terengganu</td>
<td>Master of Education – specialisation in</td>
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<td>● Curriculum and Instruction</td>
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<td>● Islamic Education</td>
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<td>Master of Science (Educational Management)</td>
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<td>Master of Science (Counselling)</td>
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<tr>
<td>3.</td>
<td>Maktab Mahmud, Kedah</td>
<td>Postgraduate Diploma in Education (PGDE)</td>
</tr>
</tbody>
</table>
4. UUM Kuala Lumpur
- Master of Science (Information Technology)
- Master of Education (Curriculum and Instruction)
- Master of Science (Managerial Communication)
- Master of Science (Data Analysis)

5. Baling, Kedah
- Master of Education – specialisation in
  - Curriculum and Instruction
  - Educational Psychology
  - English Language Teaching
  - Instructional Technology
  - Islamic Education
- Master of Science (Educational Management)
- Master of Science (Principalship)
- Master in Applied Linguistics
- Master of Arts (Contemporary Malay Language Studies)

6. Langkawi, Kedah
- Master of Education – specialisation in
  - Curriculum and Instruction
  - Educational Psychology
  - English language Teaching
  - Instructional Technology
  - Islamic Education
- Master of Science (Educational Management)
- Master of Science (Principalship)
- Master in Applied Linguistics
- Master of Arts (Contemporary Malay Language Studies)
- Postgraduate Diploma in Correctional Science

LOCAL COLLABORATIVE PROGRAMMES

<table>
<thead>
<tr>
<th>No.</th>
<th>Collaborative Partner</th>
<th>Programme</th>
<th>Programme Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Malaysian Prison Department (Jabatan Penjara Malaysia)</td>
<td>Postgraduate Diploma in Correctional Science</td>
<td>Coursework</td>
</tr>
<tr>
<td>2.</td>
<td>Maktab Mahmud, Kedah</td>
<td>Postgraduate Diploma in Education</td>
<td>Coursework</td>
</tr>
<tr>
<td>3.</td>
<td>Kementerian Pelajaran Malaysia</td>
<td>Postgraduate Diploma in Education</td>
<td>Coursework</td>
</tr>
</tbody>
</table>
DOCTOR OF PHILOSOPHY

ADDITIONAL ADMISSION REQUIREMENT

Candidates for PhD programme under School of Computing (SOC) must possess a Master’s Degree or equivalent AND must have completed at least ONE (1) of their earlier Degrees (Master’s or Bachelor’s) in Computing or related to computing.

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

i. SZRZ6014 Research Methodology
ii. SCLE6014 Academic Writing; and/or
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1. Present their research work at colloquia/symposiums arranged by the Awang Had Salleh Graduate School of Arts and Sciences /respective Schools;

2. Present and defend their research proposals successfully.
## RESEARCH FIELDS

<table>
<thead>
<tr>
<th>Schools</th>
<th>Research Fields</th>
<th>Specialisations Offered (but not limited to)</th>
</tr>
</thead>
</table>
| Computing                | Computer Science     | • Bio-informatics  
• Genetic Algorithm  
• Human Computer Interaction  
• Intelligent System  
• Mobile Applications  
• Requirement Engineering  
• Simulation and Modeling  
• Software Engineering Process  
• Software Requirement Engineering, Software Architecture, Software Design & Development, Software Quality, Database Design  
• Web Engineering  |
| Information Technology   |                      | • Business Intelligence, Data Mining, Big Data, Forecasting, Decision Analysis, Knowledge Management, E-Business, E-Commerce, E-Health, Technopreneurship  
• Database Technology  
• Information Management  
• Information System  
• Intelligent Applications, E-Health Business Performance Management  
• IT Policy, IT Strategic Planning, IT & Social Impact, Information Technology Transfer (Innovation, Adoption, Acceptance)  
• Knowledge Management  
• Management Information System  |
<table>
<thead>
<tr>
<th>Schools</th>
<th>Research Fields</th>
<th>Specialisations Offered (but not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Modern Languages</td>
<td>Education</td>
<td>• Curriculum and Instruction</td>
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<td>• Educational Psychology</td>
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<td>• Educational Sociology</td>
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<td>• Instructional Technology</td>
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<td>• Multimedia in Education</td>
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<td>• Web-Based Instruction</td>
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<td>• E-Learning</td>
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<td>• Interactive Lecture</td>
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<td>• English Language Teaching</td>
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<td>• Islamic Education</td>
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<td>• Values Education</td>
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<tr>
<td>Applied Psychology, Social Work and Policy</td>
<td>Psychology</td>
<td>• Psychology</td>
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<td></td>
<td>Counselling</td>
<td>• Counselling</td>
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<td></td>
<td>Social Studies</td>
<td>• Social Studies</td>
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<td></td>
<td>Social Work</td>
<td>• Social Work</td>
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<tr>
<td>Multimedia Technology and Communication</td>
<td>Communication</td>
<td>• Managerial Communication</td>
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<td>• Organizational Communication</td>
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<td>• Public Relations</td>
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<td>• Corporate Communication</td>
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<td>• Communication for Social Change</td>
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<td>• Development Communication</td>
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<td>• Health Communication</td>
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<td>• Political Communication</td>
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<td>• Intercultural Communication</td>
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<td>• Family Communication</td>
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<td>• Persuasion</td>
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<tr>
<td>Schools</td>
<td>Research Fields</td>
<td>Specialisations Offered (but not limited to)</td>
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<tr>
<td>Multimedia Technology and Communication</td>
<td>Multimedia Studies</td>
<td>• User experience</td>
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<td>• Usability</td>
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<td>• Game-based learning</td>
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<td>• Gamification</td>
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<td>• Human-computer Interaction</td>
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<td>• Children-computer interaction</td>
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<td>• Multimedia in Education</td>
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<td>• Augmented Reality</td>
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<td>• Virtual Reality</td>
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<td>• 3D Visualization</td>
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<td>• Algorithm Development</td>
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<td>• Mobile Application</td>
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<tr>
<td>Media Management</td>
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<td>• Media &amp; Psychology</td>
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<td>• Media &amp; Gender</td>
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<td>• Media &amp; Politics</td>
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<td>• Media &amp; Islam</td>
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<td>• Photography</td>
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<td>• Broadcasting</td>
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<td>• Journalism</td>
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<td>Quantitative Sciences</td>
<td>Mathematics</td>
<td>• Number Theory</td>
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<td>• Queueing Theory</td>
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<td>• Differential Equations</td>
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<td>• Fuzzy Mathematics</td>
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<td>• Combinatoric</td>
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<td>• Set Theory</td>
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<td>• Fluid Dynamics</td>
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<td>• Mathematical Modelling</td>
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<td>• Approximation Theory</td>
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<td>• Computer Aided Geometric Design</td>
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<td>• Dynamical System</td>
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<td>• Game Theory</td>
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<td></td>
<td>• Financial Mathematics and others</td>
</tr>
<tr>
<td>Schools</td>
<td>Research Fields</td>
<td>Specialisations Offered (but not limited to)</td>
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<tr>
<td>-------------------------------</td>
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</tr>
</tbody>
</table>
| Quantitative Sciences         | Statistics     | • Quality and Productivity  
• Measurement  
• Survival and Reliability Analysis  
• Multivariate Analysis  
• Experimental Design and Analysis  
• Statistical Computing  
• Sampling and Survey Techniques  
• Robust Statistics  
• Forecasting Methods and Others |
|                               | Decision Science| • Production and Operation Management  
• Quality and Productivity: efficiency, measurement, quality control, total quality management etc.  
• Supply Chain  
• Yield Revenue Management  
• Decision Theory  
• Problem Structuring Methods: Soft System Methodology, Strategic Options Development and Analysis, Strategic Choice Approach, etc.  
• Modeling and Forecasting: time series, regression, mathematical modeling etc.  
• Numerical Analysis  
• Optimization: resource allocation, multi-criteria decision making, scheduling etc.  
• Heuristics/Metaheuristics/Artificial Intelligence  
• Data Mining  
• Decision Support System  
• Computer Simulation and Modeling: Discrete Event Simulation and System Dynamics  
• Information Technology Application in Decision Making |
<p>| Languages, Civilisation and Philosophy | Applied Linguistics | • Applied Linguistics          |
|                                | Contemporary Malay Language Studies | • Contemporary Malay Language Studies |</p>
<table>
<thead>
<tr>
<th>Schools</th>
<th>Research Fields</th>
<th>Specialisations Offered (but not limited to)</th>
</tr>
</thead>
</table>
| Languages, Civilisation and Philosophy      | Islamic Studies    | • Fundamentals of Islamic Jurisprudence  
• Islamic Jurisprudence  
• Islamic Economy  
• Islamic Management  
• Islamic Law  
• Fatwa Management  
• Aqeedah and Philosophy  
• Leadership and Da’wah  
• Islamic Thought  
• Al-Quran and al-Hadith  
• Islamic Research Methodology  
• Islamic Entrepreneurship  
• Islamic Development  
• Islamic Psychology and Motivation  
• Islamic Work Ethics  
• Civilization Studies |
| History                                     |                     | • Nationhood Studies  
• History of Malaysia  
• Civilization Studies  
• Heritage Studies  
• Diplomatic History  
• Malaysian Politics  
• Cultural Studies  
• Malayan Emergency  
• History of Kedah  
• Historiography Studies  
• Biography  
• International History |
| Creative Industry Management and Performing Arts |                     | • Creative Multimedia Industry Management  
• Management of Creative Arts and Cultural Industries  
• Creative Industry Management of Cultural Heritage |
MASTER OF SCIENCE (INFORMATION AND COMMUNICATION TECHNOLOGY)

PROGRAMME STRUCTURE

The Master of Science (Information and Communication Technology) programme is offered by coursework. Students are required to complete at least 42 credit hours, which comprise the following:

**CORE COURSES (24 CREDIT HOURS)**

- STIA5014  Principles and Techniques in Programming
- STID5024  Database Application Development
- STI5024  Internet Technology
- STIK5014  Computer Systems and Networks
- STIW5034  Information System Development
- SZRZ6014  Research Methodology

**ELECTIVE COURSES (12 CREDIT HOURS)**

Choose any 3 courses from any one of the specializations listed below or any other courses approved by the School of Computing (SOC):

**A) INFORMATION MANAGEMENT**

- STID6014  IT Policy and Strategy
- STID6024  Decision Support System
- STID6034  E-Government & Managing ICT in Public Sector
- STID6044  Managing Knowledge in a Changing World
- STID6054  Seminar in Information Technology

**B) NETWORK AND COMMUNICATION**

- STIJ6014  Network Security
- STIJ6024  Information Security
- STIJ6034  Network Management
- STIJ6044  Mobile Internet Programming
- STIJ6054  Computer Forensic
- STIK6014  Network Architecture and Design
C) ARTIFICIAL INTELLIGENCE
STIN6034 Intelligent Agent Development
STIN6044 Intelligent Database
STIN6054 Web-based Intelligent System
STIN6064 Natural Language Computing
STIN6074 Fuzzy Logic
STIN6084 Genetic Algorithms
STIN6094 Swarm Computing
STIN5024 Data Mining
STIN5034 Neural Network

D) SOFTWARE ENGINEERING
STIJ6044 Mobile Internet Programming
STIV5014 Interaction Design
STIV6014 Usability Engineering
STIW6014 Requirements Engineering
STIW6024 Measuring Software Engineering

E) MULTIMEDIA
STIJ6044 Mobile Internet Programming
STIV5014 Interaction Design
STIV6014 Usability Engineering
STIV6024 Virtual Reality
STIV6034 Video Production Technique

PROJECT PAPER (6 CREDIT HOURS)
STIZ6996 Project Paper
MASTER OF SCIENCE (INFORMATION TECHNOLOGY)

SPECIFIC ADMISSION REQUIREMENT

Students for Master of Science (Information Technology) by Coursework/ Coursework and Dissertation must possess:

a) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.74 and relevant work experience; and

c) Fulfilled the English language requirements as set by the University Senate.

Students for Master of Science (Information Technology) by Research must possess:

a) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 3.00; or

b) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.99 and relevant work experience; and

c) Fulfilled the English language requirements as set by the University Senate.

PROGRAMME STRUCTURE

(A) Coursework

The Master of Science (Information Technology) programme by coursework is a 41-credit-hour programme which comprises the following:

CORE COURSES (24 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIN5014</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>STIW5054</td>
<td>Software Modelling and Design</td>
</tr>
<tr>
<td>STIW5044</td>
<td>Object Oriented Programming Development</td>
</tr>
<tr>
<td>STIJ5014</td>
<td>Distributed Systems</td>
</tr>
<tr>
<td>STID5034</td>
<td>Database Systems</td>
</tr>
<tr>
<td>STIQ6014</td>
<td>Research Methodology in Computing</td>
</tr>
</tbody>
</table>
ELECTIVE COURSES (8 CREDIT HOURS)

Choose **TWO (2)** courses from the following list or any other courses approved by the Dean of School of Computing (SOC):

- STID6064 Computational Modelling and Simulation
- STID6074 IT Facility and Service Management
- STID6084 Seminar in Computing
- STID6094 Directed Study in Computing
- STIJ6064 Cybersecurity
- STIJ6074 Mobile Development Technologies
- STIJ6084 Forensic Computing
- STIK6024 Future Networks
- STIK6034 Virtualization in Networks
- STIN5084 Knowledge Discovery and Data Mining
- STIW6074 Human Computer Interactions
- STIW6014 Requirements Engineering
- STIW6044 Software Quality Measurement
- STIW6054 Usability Engineering
- STIW6064 Emergent Software Architecture

PROJECT PAPER (9 CREDIT HOURS)

STIZ6999 Project in Computing

**(B)** Coursework and Dissertation

The Master of Science (Information Technology) programme by coursework and dissertation is a 40-credit-hour programme, which comprises the following:

**CORE COURSES (16 CREDIT HOURS)**

- STIW5054 Software Modelling and Design
- STIJ5014 Distributed Systems
- STID5034 Database Systems
- STIQ6014 Research Methodology in Computing
ELECTIVE COURSE (4 CREDIT HOURS)

Choose ONE (1) course from the following list or any other courses approved by the Dean of School of Computing (SOC):

- STID6064  Computational Modelling and Simulation
- STID6074  IT Facility and Service Management
- STID6084  Seminar in Computing
- STID6094  Directed Study in Computing
- STIJ6064  Cybersecurity
- STIJ6074  Mobile Development Technologies
- STIJ6084  Forensic Computing
- STIK6024  Future Networks
- STIK6034  Virtualization in Networks
- STIN5014  Artificial Intelligence
- STIN5084  Knowledge Discovery and Data Mining
- STIW5044  Object Oriented Programming Development
- STIW6074  Human Computer Interactions
- STIW6014  Requirements Engineering
- STIW6044  Software Quality Measurement
- STIW6054  Usability Engineering
- STIW6064  Emergent Software Architecture

DISSERTATION (20 CREDIT HOURS)

STIZ69920  Dissertation

(C) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. STIQ6014  Research Methodology in Computing;
ii. SCLE6014  Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SCIENCE (INTELLIGENT SYSTEM)

SPECIFIC ADMISSION REQUIREMENT

Students for Master of Science (Intelligent System) by Coursework and Dissertation must possess:

a) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.74 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

Students for Master of Science (Intelligent System) by Research must possess:

a) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 3.00; or

b) A bachelor’s degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.99 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

PROGRAMME STRUCTURE

(A) Coursework and Dissertation

The Master of Science (Intelligent System) programme by coursework and dissertation is a 40-credit-hour programme which comprises the following courses:

CORE COURSES (16 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIN5014</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>STIN5024</td>
<td>Data Mining</td>
</tr>
<tr>
<td>STIN5034</td>
<td>Neural Networks</td>
</tr>
<tr>
<td>SZRZ6014</td>
<td>Research Methodology</td>
</tr>
</tbody>
</table>
ELECTIVE COURSES (4 CREDIT HOURS)
Choose any one (1) course from the list below or any other courses approved by the SOC:

STIN6014 Artificial Intelligence Programming Language
STIN6024 Expert System
STIN6034 Intelligent Agent Development
STIN6044 Intelligent Database
STIN6054 Web-based Intelligent Systems
STIN6064 Natural language Computing
STIN6074 Fuzzy Logic
STIN6084 Generic Algorithm
STIN6094 Swarm Computing

DISSETRATION (20 CREDIT HOURS)
STIZ69920 Dissertation

(B) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SCIENCE (TECHNOPRENEURSHIP)

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Science (Technopreneurship) programme must be a Malaysian citizen within the age of 22 – 40 years old and must possess the following:

i. a bachelor’s degree in Information Technology, Computer Science or any other related field with a CGPA of least 3.00; OR

ii. a bachelor’s degree in Information Technology, Computer Science or any other related field with a CGPA of 2.50 – 2.99 and work experience of at least 2 years; OR

iii. a bachelor’s degree in Information Technology, Computer Science or any other related field with a CGPA of 2.00 – 2.49 and approved by the Selection Committee based on a business idea that is innovative and has the potential to be commercialized; OR

iv. a Diploma, are at least 35 years old, have relevant work experience and passed APEL assessment level 7; AND

v. pass an interview and a test conducted by the SOC Selection Committee.

PROGRAMME STRUCTURE

In order to be conferred the degree of Master of Science (Technopreneurship), students must:

i. enrol and pass all modules for in the Technopreneurship programme;

ii. produce one prototype product or service based on IT research that has the potential to be marketed and submit a thesis which contains a full report of the research process and the prototype development;

iii. produce a complete business plan;

iv. set-up a company either privately or in partnership; AND

v. fulfil one of the following requirements:
   a. obtain a grant of at least RM50,000.00 from any agency such as MARA, CRADLE, MAVCAP, MTDC, MDV, MDeC (Pre-seed Fund), and MeCD; OR

   b. generate sales revenue of at least RM50,000.00 for product or IT services that have been developed as in (ii) above.
MASTER OF EDUCATION

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Education specializing in English language Teaching must possess the following:

a) Local Applicant

i. a bachelor’s degree with honours in TESL/TESOL/TEFL/Linguistics/English language or any other related field from any institutions of higher learning recognised by the University Senate; or

ii. a bachelor’s degree with honours and have at least 3 years of teaching experience in English Language; or

iii. any other equivalent qualifications recognised by the University Senate; and

iv. a professional qualification (i.e. a diploma or certificate in education).

*Note: Candidates who do not meet the above minimum requirement may be requested to attend an interview by the Academic Committee at the respective Schools.

b) International Applicant

i. a bachelor’s degree with honours in TESL/TESOL/TEFL/Linguistics/English language or any other related field from any institutions of higher learning recognised by the University Senate; or

ii. any other equivalent qualifications recognised by the University Senate; and

iii. fulfil the English language requirement as set by the University Senate with the following score:
   • 575 in TOEFL; or
   • 6.5 in IELTS

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification (Bachelor of Education/ Diploma in Education/ Certificate of Education) are required to attend and pass the following pre-requisite courses with at least a B grade before being allowed to proceed with the Master of Education courses.

i. SGDF1013 History and Philosophy of Education

ii. SGDG1023 Educational Sociology

iii. SGDY2013 Educational Psychology
PROGRAMME STRUCTURE

The Master of Education (MEd.) is offered in three (3) structures; coursework, coursework and dissertation, and full research in SIX (6) areas of specialisations.

(A) Coursework

<table>
<thead>
<tr>
<th>Component</th>
<th>English Language Teaching (ELT)</th>
<th>Educational Psychology (EP)</th>
<th>Instructional Technology (IT)</th>
<th>Curriculum &amp; Instruction (C&amp;I)</th>
<th>Islamic Education (IE)</th>
<th>Values and Moral Education (VME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>9 credit hours</td>
<td>9 credit hours</td>
<td>9 credit hours</td>
<td>9 credit hours</td>
<td>9 credit hours</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>Research</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
</tr>
<tr>
<td>Specialisations (Elective)</td>
<td>18 credit hours</td>
<td>18 credit hours</td>
<td>20 credit hours</td>
<td>20 credit hours</td>
<td>18 credit hours</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>Project Paper</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td><strong>40 credit hours</strong></td>
<td><strong>40 credit hours</strong></td>
<td><strong>42 credit hours</strong></td>
<td><strong>42 credit hours</strong></td>
<td><strong>40 credit hours</strong></td>
<td><strong>40 credit hours</strong></td>
</tr>
</tbody>
</table>

**CORE COURSES (9 CREDIT HOURS)**
- SGDC5013 Curriculum and Pedagogy
- SGDT5013 ICT in Education
- SGDY5063 Educational and Psychological Measurement and Evaluation

**RESEARCH COMPONENT (7 CREDIT HOURS)**
- SZRZ6014 Research Methodology
- SGDP5053 Statistics in Education; OR
- SGDP6033 Qualitative Research in Education (for MEd. in C&I, ELT & IE)

**SPECIALISATIONS**

(A) ENGLISH LANGUAGE TEACHING (18 CREDIT HOURS)
- SGDB5013 Fundamentals of ELT
- SGDB5023 Second Language Acquisition
SGDB5053  Context and Culture in Language Teaching
SGDB5063  ELT Curriculum Design and Development
SGDB5073  Teaching English To Young Learners
SGDB6013  ELT Professional Concerns Seminar

(B)  EDUCATIONAL PSYCHOLOGY (18 CREDIT HOURS)
SGDP6033  Qualitative Research In Education
SGDY5013  Human Lifespan Development
SGDY5023  Human Learning
SGDY5033  Human Motivation
SGDY5043  Learning and Individual Differences
SGDP6023  Survey Research in Education; OR
SGDY5053  Adolescent Development; OR
SGDY5073  Socio-Cultural Theory and Learning

(C) INSTRUCTIONAL TECHNOLOGY (20 CREDIT HOURS)
SGDT5014  Multimedia for Education and Training
SGDT5023  Fundamentals of Instructional Technology
SGDT5024  Web Development for Instruction
SGDT5033  Instructional Design
SGDT5083  Graphic Design and Development in Education
SGDT6023  Instructional Technology Planning, Management and Research

(D) CURRICULUM AND INSTRUCTION (20 CREDIT HOURS)
SGDC5023  Evaluation of Teaching
SGDC5034  Models of Instruction
SGDC5043  Curriculum Design and Development: Theory and Practice
SGDC5053  School-Based Curriculum Development
SGDC5063  Curriculum Leadership and Management
SGDC6044  Curriculum Studies
(E) **ISLAMIC EDUCATION (18 CREDIT HOURS)**
Choose any six (6) courses from the list below or any courses offered under specialisations:

- SGDI5013  Aqidah and Educational Issues
- SGDI5023  Management of Islamic Education
- SGDI5113  Contemporary Issues in Al-Quran and Sunnah in Education
- SGDI5123  Instructional Leadership in Islamic Education
- SGDI5133  Fiqh Contemporary
- SGDI5033  Epistemology in Islamic Education
- SGDI6013  The Sociology of Islamic Law

(F) **VALUES AND MORAL EDUCATION (18 CREDIT HOURS)**

- SGDV5013  Values and Moral Development
- SGDG5013  School and Society
- SGDP6033  Qualitative Research in Education
- SGDV5113  Akhlaq and Conduct
- SGDV5123  Integration of Values in the Curriculum
- SGDV5213  Teaching and Assessment Approaches in Moral and Values Education

**PROJECT PAPER (6 CREDIT HOURS)**

- SGDZ6996  Project Paper
(B) Coursework and Dissertation

<table>
<thead>
<tr>
<th>Component</th>
<th>English Language Teaching (ELT)</th>
<th>Educational Psychology (EP)</th>
<th>Instructional Technology (IT)</th>
<th>Curriculum &amp; Instruction (C&amp;I)</th>
<th>Islamic Education (IE)</th>
<th>Values and Moral Education (VME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core/Research</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
<td>7 credit hours</td>
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</tr>
<tr>
<td>Specialisation (Elective)</td>
<td>12 credit hours</td>
<td>12 credit hours</td>
<td>14 credit hours</td>
<td>14 credit hours</td>
<td>12 credit hours</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>Project Paper</td>
<td>21 credit hours</td>
<td>21 credit hours</td>
<td>21 credit hours</td>
<td>21 credit hours</td>
<td>21 credit hours</td>
<td>21 credit hours</td>
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<td>Total credit hours</td>
<td>40 credit hours</td>
<td>40 credit hours</td>
<td>42 credit hours</td>
<td>42 credit hours</td>
<td>40 credit hours</td>
<td>40 credit hours</td>
</tr>
</tbody>
</table>

CORE/RESEARCH (7 CREDIT HOURS)
SZRZ6014 Research Methodology
SGDP5053 Statistics in Education; OR
SGDP6033 Qualitative Research in Education (For Med. in C&I, ELT and IE)

SPECIALISATION

(A) ENGLISH LANGUAGE TEACHING (12 CREDIT HOURS)
SGDB5013 Fundamentals of ELT
SGDB5023 Second Language Acquisition
SGDB5053 Context and Culture in Language Teaching
SGDB6013 ELT Professional Concerns Seminar

(B) EDUCATIONAL PSYCHOLOGY (12 CREDIT HOURS)
SGDP6033 Qualitative Research in Education
SGDY5023 Human Learning
SGDY5033 Human Motivation
SGDY5043 Learning and Individual Differences; OR
SGDP6023 Survey Research in Education; OR
SGDY5053 Adolescent Development; OR
SGDY5073 Socio-Cultural Theory and Learning; OR
SGDY5013 Human Lifespan Development
(C) INSTRUCTIONAL TECHNOLOGY (14 CREDIT HOURS)
SGDT5014 Multimedia for Education and Training
SGDT5033 Instructional Design
SGDT6014 Instructional Technology Assessment and Evaluation
SGDT6023 Instructional Technology Planning, Management and Research

(D) CURRICULUM AND INSTRUCTION (14 CREDIT HOURS)
SGDC5034 Models of Instruction
SGDC5043 Curriculum Design and Development: Theory and Practice
SGDC6044 Curriculum Studies
SGDC5023 Evaluation of Teaching; OR
SGDC5053 School Based Curriculum Development; OR
SGDC5063 Curriculum Leadership and Management

(E) ISLAMIC EDUCATION (12 CREDIT HOURS)
SGDI5013 Aqidah and Educational Issues
SGDI5023 Management of Islamic Education
SGDI5113 Contemporary Issues in Al-Quran and Sunnah in Education
SGDI5033 Epistemology in Islamic Education; OR
SGDI5123 Instructional Leadership in Islamic Education; OR
SGDI5133 Fiqh Contemporary; OR
SGDI6013 The Sociology of Islamic Law

(F) VALUES AND MORAL EDUCATION (12 CREDIT HOURS)
SGDV5013 Moral and Values Development
SGDP6033 Qualitative Research in Education
SGDV5213 Teaching and Assessment Approaches in Moral and Values Education
SGDV5113 Akhlaq and Conduct
SGDV5123 Integration of Values in the Curriculum

DISSERTATION (21 CREDIT HOURS)
SGDZ69921 Dissertation
(C) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee
MASTER OF SCIENCE (EDUCATIONAL MANAGEMENT)

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification are required to attend and pass the following prerequisite courses with at least a B grade before being allowed to proceed with the Master of Science (Educational Management) courses:

i. SGDF1013 History and Philosophy of Education
ii. SGDG1023 Educational Sociology
iii. SGDY2013 Educational Psychology

*Note: International applicants must fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Science (Educational Management) is offered in three (3) structures; coursework, coursework and dissertation, and full research.

(A) Coursework

Students have to fulfil at least 42 credit hours, which comprise the following:

CORE COURSES (11 CREDIT HOURS)

- SGDU5024 Leadership in Education
- SGDU5063 Human Resources Development in Education
- SGDU5074 Strategic Management in Education

RESEARCH COMPONENTS (7 CREDIT HOURS)

- SGDP5053 Statistics in Education
- SZRZ6014 Research Methodology

SPECIALISATION COURSES (12 CREDIT HOURS)

- SGDU5033 School Management and Supervision
- SGDU6043 Legal Aspect in Educational Management
- SGDU6083 Financial and Physical Management in Education
- SGDU6093 Quality Management in Education
ELECTIVE COURSES (6 CREDIT HOURS)
Choose 2 courses from the list below or any courses offered under Educational Studies:

SGDG5013 Schools and Society
SGDG6023 Seminar on Contemporary Issues in Educational Management
SGDU5083 Creativity in Management for Effective School
SGDU6033 Organizational Behaviour in Education

PROJECT PAPER (6 CREDIT HOURS)
SGDZ6996 Project Paper

(B) Coursework and Dissertation
In order to be conferred Master of Science (Educational Management) by coursework and dissertation, students have to fulfil 21 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

CORE COURSES (11 CREDIT HOURS)
SGDU5024 Leadership in Education
SGDU5063 Human Resources Development in Education
SGDU5074 Strategic Management in Education

RESEARCH COMPONENTS (7 CREDIT HOURS)
SGDP5053 Statistics in Education
SZRZ6014 Research Methodology

SPECIALISATION COURSES (3 CREDIT HOURS)
Choose only 1 course from the list below:

SGDU5033 School Management and Supervision
SGDU6043 Legal Aspect in Educational Management
SGDU6093 Quality Management in Education
SGDU6083 Financial and Physical Management in Education

DISSERTATION (21 CREDIT HOURS)
SGDZ 69921 Dissertation
(C) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SCIENCE (PRINCIPALSHIP)

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification are required to attend and pass the following pre-requisite courses with at least a B grade before being allowed to proceed with the Master of Science (Principalship) courses:

i. SGDF1013 History and Philosophy of Education
ii. SGDG1023 Educational Sociology
iii. SGDY2013 Educational Psychology

*Note: International applicants must fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

(A) Coursework

Students have to fulfil at least 42 credit hours which comprise the following:

CORE COURSES (11 CREDIT HOURS)
SGDU5024 Leadership in Education
SGDU5063 Human Resource Development in Education
SGDU5074 Strategic Management in Education

RESEARCH COMPONENTS (7 CREDIT HOURS)
SGDP5053 Statistics in Education
SZRZ6014 Research Methodology

SPECIALISATION COURSES (12 CREDIT HOURS)
SGDU5013 Instructional Leadership and Supervision
SGDU5053 Principalship and School Management
SGDU5083 Creativity in Management for Effective Schools
SGDU5113 Governance and Administration of Schools
ELECTIVE COURSES (6 CREDIT HOURS)
Choose any 2 courses from the list below:

SGDG6023    Seminar on Contemporary Issues in Educational Management
SGDU6033    Organizational Behaviour in Education
SGDU6093    Quality Management in Education

PROJECT PAPER (6 CREDIT HOURS)
SGDZ6996    Project Paper

Research
Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014    Research Methodology;
ii. SCLE6014    Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER IN APPLIED LINGUISTICS

SPECIFIC ADMISSION REQUIREMENT

Malaysian applicants must possess the following:

i. a bachelor’s degree with honours in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL) from any Institutions of Higher Learning recognised by the University Senate; or

ii. a bachelor’s degree with honours from any Institutions of Higher Learning recognised by the University Senate and must have at least three (3) years of teaching experience in English language course or have a certificate/diploma in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL).

International applicants must possess the following:

i. a bachelor’s degree with honours in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL) from any Institutions of Higher Learning recognised by the University Senate with a CGPA of at least 2.75; and

ii. fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master in Applied Linguistics programme is offered in three (3) structures; coursework, coursework and dissertation, and full research.

(A) Coursework

In order to be conferred Master in Applied Linguistics by coursework, students have to complete at least 40 credit hours with a CGPA of at least 3.00. The programme structure is as follows:

**CORE COURSES (16 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLE5124</td>
<td>Modern English Linguistics</td>
</tr>
<tr>
<td>SCLE5144</td>
<td>Second Language Acquisition</td>
</tr>
<tr>
<td>SCLE5154</td>
<td>Methods of Teaching English</td>
</tr>
<tr>
<td>SZRZ6014</td>
<td>Research Methodology</td>
</tr>
</tbody>
</table>
ELECTIVE COURSES (18 CREDIT HOURS)
Choose any six (6) courses from the list below:

- SCLE5013 Materials Selection and Development
- SCLE5043 Teaching English Through Literature
- SCLE5053 Pedagogical Grammar
- SCLE5113 Phonetics and Phonology
- SCLE5133 Morphology and Syntax
- SCLE5163 Language Assessment
- SCLE5213 Semantics
- SCLE5223 Psycholinguistics
- SCLE5233 Sociolinguistics
- SCLE5243 Discourse Analysis

PROJECT PAPER (6 CREDIT HOURS)
SCLZ6996 Project Paper

(B) Coursework and Dissertation

In order to be conferred Master in Applied Linguistics by coursework and dissertation, students must complete at least 19 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

CORE COURSES (16 CREDIT HOURS)
- SCLE5124 Modern English Linguistics
- SCLE5144 Second Language Acquisition
- SCLE5154 Methods of Teaching English
- SZRZ6014 Research Methodology

ELECTIVE COURSES (3 CREDIT HOURS)
Choose any 1 course from the list below:
- SCLE5013 Materials Selection and Development
- SCLE5213 Semantics
- SCLE5233 Sociolinguistics
DISSERTATION (21 CREDIT HOURS)
SCLZ69921  Dissertation

Students are also required to:

i. present and defend proposed research/dissertation to a committee;
ii. attend a viva voce session to defend the dissertation; and
iii. submit a written dissertation.

(C) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquia arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF ARTS (CONTEMPORARY MALAY LANGUAGE STUDIES)

PROGRAMME STRUCTURE

(A) Coursework

Master of Arts (Contemporary Malay Language Studies) by coursework is a 42-credit-hour programme, which comprises the following structure:

CORE COURSES (27 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLM5013</td>
<td>Bahasa dan Masyarakat</td>
</tr>
<tr>
<td>SCLM5023</td>
<td>Bahasa dan Minda</td>
</tr>
<tr>
<td>SCLM5043</td>
<td>Analisis Wacana</td>
</tr>
<tr>
<td>SCLM5073</td>
<td>Linguistik Terapan</td>
</tr>
<tr>
<td>SCLM5083</td>
<td>Isu-isu Bahasa Melayu</td>
</tr>
<tr>
<td>SCLM5123</td>
<td>Bahasa dan Komunikasi</td>
</tr>
<tr>
<td>SCLM5133</td>
<td>Bahasa dan Pernikiran Kesusastraan Melayu</td>
</tr>
<tr>
<td>SCLM5163</td>
<td>Kajian Semantik</td>
</tr>
<tr>
<td>SCLM5173</td>
<td>Kajian Morfologi dan Sintaksis</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (9 CREDIT HOURS)

Choose any 3 courses from the list below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLM5093</td>
<td>Kaedah Pengajaran Bahasa Melayu</td>
</tr>
<tr>
<td>SCLM5103</td>
<td>Pengujian dan Penilaian Bahasa Melayu</td>
</tr>
<tr>
<td>SCLM5113</td>
<td>Kajian Terjemahan</td>
</tr>
<tr>
<td>SCLM5143</td>
<td>Sastera untuk Kanak-kanak dan Remaja</td>
</tr>
<tr>
<td>SCLM5153</td>
<td>Linguistik Kritis dan Penilaian Teks</td>
</tr>
</tbody>
</table>

PROJECT PAPER (6 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLM6996</td>
<td>Project Paper</td>
</tr>
</tbody>
</table>

*Note: This programme is conducted in the Malay language.*
(B) **Coursework and Dissertation**

Master of Arts (Contemporary Malay Language Studies) by coursework and dissertation is a 41-credit-hour programme, which comprises the following structure:

**CORE COURSES (12 CREDIT HOURS)**
- SCLM5043 *Analisis Wacana*
- SCLM5073 *Linguistik Terapan*
- SCLM5163 *Kajian Semantik*
- SCLM5173 *Kajian Morfologi dan Sintaksis*

**RESEARCH COMPONENTS (8 CREDIT HOURS)**
- SCLE6014 *Academic Writing*
- SZRZ6014 *Research Methodology*

**DISSERTATION (21 CREDIT HOURS)**
- SCLM69921 *Dissertation*

*Note: This programme is conducted in the Malay language.*

(C) **Research**

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SCIENCE (COUNSELLING)

ADDITIONAL ADMISSION REQUIREMENT

Applicants for Master of Science (Counselling) programme must pass an interview and/or a psychology test.

PROGRAMME STRUCTURE

The Master of Science (Counselling) is a programme designed for individuals with some academic or practice background in counselling and psychology. This programme is offered in both coursework and research mode.

(A) Coursework

Students who enrolled in Master of Science (Counselling) by coursework are required to complete 52 credit hours, which comprise the following:

RESEARCH METHODS AND APPLIED STATISTICS COMPONENT (7 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMQ5033</td>
<td>Applied Statistics and Computer Application</td>
</tr>
<tr>
<td>SZRZ6014</td>
<td>Research Methodology</td>
</tr>
</tbody>
</table>

THEORY OF COUNSELLING, PSYCHOTHERAPY, PERSONALITY AND CAREER (30 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSKC5113</td>
<td>Theory and Practice of Individual Counselling</td>
</tr>
<tr>
<td>SSKC5123</td>
<td>Theory and Practice of Group Counselling</td>
</tr>
<tr>
<td>SSKC5133</td>
<td>Theory and Practice of Family and Marriage Counselling</td>
</tr>
<tr>
<td>SSKC5213</td>
<td>Applied Career Counselling</td>
</tr>
<tr>
<td>SSKC5223</td>
<td>Contemporary Career Seminar</td>
</tr>
<tr>
<td>SSKC5303</td>
<td>Counselling Ethics and Counselor Act 1998 (Act 580)</td>
</tr>
<tr>
<td>SSYM5223</td>
<td>The Psychology of the Adolescence and the Adult</td>
</tr>
<tr>
<td>SSYP5113</td>
<td>Psychological Testing and Assessment</td>
</tr>
<tr>
<td>SSYP5313</td>
<td>Theories of Personality and Psychotherapy</td>
</tr>
<tr>
<td>SSYS5313</td>
<td>Applied Social Psychology</td>
</tr>
</tbody>
</table>
RESEARCH PROJECT (6 CREDIT HOURS)
SSKZ6996  Project Paper

PRACTICUM AND INTERNSHIP (9 CREDIT HOURS)
SSKX5983  Counselling Practicum
SSKX5996  Internship

(B) Research

Students who enrolled in Master of Science (Counselling) by research are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Awang Had Salleh Graduate School (AHSGS);
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SOCIAL WORK

ADDITIONAL ADMISSION REQUIREMENT

Applicants for Master of Social Work programme must pass an interview and/or a psychology test.

Students without Bachelor in Social Work degree or grade less than B are compulsory to enroll and pass the following pre-requisite courses with at least a B grade:

i) SSWA1053 Foundations of Social Work Practice
ii) SSWY1043 Human Behavior in the Social Environment

PROGRAMME STRUCTURE

The Master of Social Work programme is offered by coursework. Students are required to complete 46 credit hours, which comprise the following:

CORE COURSES (19 CREDIT HOURS)

SSWA5023 Advanced Social Work Theory and Practice
SSWA5213 Crisis Intervention and Disaster Management
SSWT5013 Social Work and Welfare Services in Asia
SSWT5023 Social Work Ethics, Values and Spirituality
SSWT5033 Policy Planning and Analysis
SZRZ6014 Research Methodology

ELECTIVE COURSES (9 CREDIT HOURS)

Students may choose any three (3) courses from one of the specialization areas or any three (3) courses without specialization from the courses offered as a generic area. The courses are listed below:

(A) FAMILY AND COMMUNITY

SSWA5113 Contemporary Social Work with Children and Adolescents
SSWA5123 Interpersonal Practice with the Family
SSWA5133 Advanced Social Work Practice with Adults and the Elderly
SSWA5163 School Social Work Services
SSWA5183 Social Work with Marginalized Groups
(B) SOCIAL ENTERPRISE AND ADMINISTRATION
SSWA5153 Community Work in Social Work Practice
SSWS5113 Crime and the Criminal Justice System
SSWT5043 Managing Human Service Organizations
SSWT5143 Advocacy In Social Work Practice
SSWT5153 Program Evaluation in Social Services

(C) HEALTH AND MENTAL HEALTH
SSWA5143 Social Work Practice in Health Care Settings
SSWA5173 Psychopathology in Social Work Practice
SSWA5193 Social Work Practice and Substance Abuse
SSWA5203 Social Work Practice with People Living with HIV/AIDS

PROJECT PAPER (6 CREDIT HOURS)
SSWZ 6996 Project Paper

PRACTICUM (12 CREDIT HOURS)
SSWX59912 Practicum
MASTER OF SCIENCE (CORRECTIONAL SCIENCE)

PROGRAMME STRUCTURE

The Master of Science (Correctional Science) programme is offered by coursework. Students are required to complete 43 credit hours, which comprise the following:

CORE COURSES (24 CREDIT HOURS)

SSKC5113 Theory and Practice of Individual Counselling
SSKC5123 Theory and Practice of Group Counselling
SSWP5003 Correctional Treatment for Offenders
SSYC5003 Crime and Criminology
SSYC5013 Corrections and the Criminal Justice System
SSYC5023 Seminar in Corrections
SSYM5013 Criminal Behaviour Modification
SSYR5013 Recidivism Prevention

RESEARCH METHODS AND APPLIED STATISTICS (13 CREDIT HOURS)

SSMQ5033 Applied Statistics and Computer Application
SZRZ6014 Research Methodology
SSKZ6996 Project Paper

CASE MANAGEMENT COURSE (6 CREDIT HOURS)

SSYX5996 Case Management in Correctional Sciences
MASTER OF SCIENCE (MANAGERIAL COMMUNICATION)

PROGRAMME STRUCTURE

(A) Coursework

The Master of Science (Managerial Communication) programme by coursework is a 43-credit-hour programme which comprises the following:

CORE COURSES (16 CREDIT HOURS)
SCCG5113  Managerial Communication
SCCG5123  Advanced Communication Theory
SCCG5153  Quantitative Applications in Communication Research
SCCG5163  Qualitative Applications in Communication Research
SZRZ6014  Research Methodology

MANAGERIAL COMPONENTS (15 CREDIT HOURS)
SCCG5213  Perspective of Human Communication in organizations
SCCG5223  Diversity and Communication in Workgroup
SCCG5233  Theories and Strategies in Persuasion
SCCG5243  Communication and Global Working Environment
SCCG5253  Corporate Communication

ELECTIVE COURSES/ APPLICATION COMPONENTS (6 CREDIT HOURS)
Choose any 2 courses from one of the following components:

A) ORGANIZATION
SCCG5313  Communication and Information Technology
SCCG5333  Organizational Image Management
SCCG5343  New Media Management
SCCG5543  Seminar of Managerial Communication
B) MEDIA MANAGEMENT
SCCG5413 Media Organization Management
SCCG5423 Media Ethics and Law
SCCG5433 Broadcast Journalism
SCCG5453 Seminar in Media and Journalism

PROJECT PAPER (6 CREDIT HOURS)
SCCZ6996 Project Paper

(B) Coursework and Dissertation

The Master of Science (Managerial Communication) programme by coursework and
dissertation is a 40-credit-hour programme which comprises the following:

CORE COURSES (10 CREDIT HOURS)
SCCG5113 Managerial Communication
SCCG5123 Advanced Communication Theory
SZRZ6014 Research Methodology

ELECTIVE COURSES / MANAGERIAL COMPONENTS (9 CREDIT HOURS)
Choose any 3 courses from the list below:

SCCG5213 Perspective of Human Communication in organizations
SCCG5223 Diversity and Communication in Workgroup
SCCG5233 Theories and Strategies in Persuasion
SCCG5243 Communication and Global Working Environment
SCCG5253 Corporate Communication

DISSERTATION (21 CREDIT HOURS)
SCCZ69921 Dissertation
MASTER OF SCIENCE (DECISION SCIENCE)

The Master of Science (Decision Science) programme is designed to promote professional development of researchers, academicians and other involved in decision-making processes. The programme aims to produce postgraduates who possess in-depth knowledge and skills for scientific decision making; possess sufficient knowledge in integrating other field areas such as economy, management, humanities and others, as well as having in-depth knowledge in Quantitative or Decision Science; and apply the knowledge through research and other lifelong learning activities. Decision Science professionals are relevant in many fields such as manufacturing, marketing, banking, finance, logistics, healthcare, transportation, telecommunication, forestry, military, energy among others. The programme is offered in two modes, i.e. (A) Coursework and Dissertation and (B) Research.

PROGRAMME STRUCTURE

(A) Coursework and Dissertation

Students have to fulfil 40 credit hours which comprise 20 credit hours of coursework and 20 credit hours of dissertation as follows:

CORE COURSES (20 CREDIT HOURS)

- SQIT5013 Business Programming Using Visual Tools
- SQIT5033 Business Intelligence and Analytics for Decision Support
- SQQP5043 Simulation for Decision Making
- SQQP6014 Operational Research
- SQQP6023 Heuristic Techniques for Combinatorial Optimization Problems
- SZRZ6014 Research Methodology

DISSERTATION (20 CREDIT HOURS)

- SQQP69920 Dissertation
(B) Research

Students are required to:

i. present and defend proposed research to a committee;
ii. present progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i. SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.
MASTER OF SCIENCE (DATA ANALYSIS)

The aim of the programme is to produce graduates who master in data analytical skills and are able to create knowledge from data, and solve real life problems in multidisciplinary fields. This unique programme implements a holistic approach in data analysis by including both qualitative and quantitative aspects plus variety of methods through hands-on approach. This programme will produce data analyst who is capable of analysing a diversity of data (qualitative: text, narrative & visual; and quantitative: numerical) that is very much needed in the industries specifically in research and development (R&D). Quality research findings triggered the innovation and this is important to become a developed nation by 2020.

PROGRAMME STRUCTURE

The Master of Science (Data Analysis) programme is offered by coursework. Students are required to complete at least 41 credit hours, which comprises the following:

CORE COURSES (29 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQQM5013</td>
<td>Risk Analysis</td>
</tr>
<tr>
<td>SQQP6014</td>
<td>Operational Research</td>
</tr>
<tr>
<td>SQQS5013</td>
<td>Exploratory Data Analysis</td>
</tr>
<tr>
<td>SQQS5023</td>
<td>Inferential Techniques</td>
</tr>
<tr>
<td>SQQS5034</td>
<td>Qualitative Data Analysis</td>
</tr>
<tr>
<td>SQQS5043</td>
<td>Psychometrics</td>
</tr>
<tr>
<td>SQQS5053</td>
<td>Applied Multivariate Data Analysis</td>
</tr>
<tr>
<td>SQQS5063</td>
<td>Forecasting Techniques</td>
</tr>
<tr>
<td>SQQS6013</td>
<td>Research Methods</td>
</tr>
</tbody>
</table>
ELECTIVE COURSES (6 CREDIT HOURS)
Students are required to choose any two (2) courses from the courses listed below:

- SQIT5013  Business Programming Using Visual Tools
- SQQM5023  Topics in Mathematical Modelling
- SQQP5043  Simulation for Decision Making
- SQQP6023  Heuristic Techniques for Combinatorial Optimization Problems
- SQQS5073  Structural Equation Modelling
- SQQS5083  Body Language Analysis
- SQQS5093  Rasch Analysis
- SQQS5103  Quality Management and Improvement
- SQQS5113  Applied Survival Analysis

PROJECT PAPER (6 CREDIT HOURS)
- SQSZ6996  Project Paper
OTHER MASTER’S PROGRAMMES BY RESEARCH

PROGRAMMES

1. Master of Arts (Communication)
2. Master of Arts (History)
3. Master of Arts (Islamic Studies)
4. Master of Arts (Psychology)
5. Master of Arts (Social Work)
6. Master of Science (Mathematics)
7. Master of Science (Media Management)
8. Master of Science (Multimedia Studies)
9. Master of Science (Statistics)

PROGRAMME STRUCTURE

The above programmes are offered by full research. Students are required to:

i. attend and pass the following courses with at least a B grade:
   a. SZRZ6014 Research Methodology;
   b. SCLE6014 Academic Writing; and/or
   c. any other courses as determined by the supervisor or Academic Committee

ii. present and defend proposed research to a committee;

iii. present progress report of research work at colloquiums arranged by the Graduate School;

iv. attend a viva voce session to defend the thesis; and

v. submit a written thesis.
POSTGRADUATE DIPLOMA IN CORRECTIONAL SCIENCE

PROGRAMME STRUCTURE

Postgraduate Diploma in Correctional Science is a 30-credit-hour programme, which comprises the following courses:

**CORE COURSES (24 CREDIT HOURS)**

- SSKC5113  
  Theory and Practice of Individual Counselling
- SSKC5123  
  Theory and Practice of Group Counselling
- SSWP5003  
  Correctional Treatment for Offenders
- SSYA1013  
  Introduction to Psychology
- SSYC5003  
  Crime and Criminology
- SSYC5013  
  Corrections and the Criminal Justice System
- SSYM5013  
  Criminal Behavior Modification
- SSYR5013  
  Recidivism Prevention

**CASE MANAGEMENT (6 CREDIT HOURS)**

- SSYX5996  
  Case Management in Correctional Science
POSTGRADUATE DIPLOMA IN EDUCATION

SPECIFIC ADMISSION REQUIREMENT

Applicants for Postgraduate Diploma in Education must fulfil the following criteria for admission:

i. a bachelor’s degree with honours recognised by Ministry of Education, Malaysia with a CGPA of at least 2.75; and

ii. pass the Malaysian Certificate of Education (SPM); and

iii. a credit in Bahasa Melayu/Bahasa Malaysia at SPM level or its equivalent.

PROGRAMME STRUCTURE

Postgraduate Diploma in Education (PGDE) is a 31-credit-hour programme, which comprises the following components:

CORE COURSES (15 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGDC4012</td>
<td>Introduction to Teaching 1</td>
</tr>
<tr>
<td>SGDC4021</td>
<td>Education and Curriculum Studies</td>
</tr>
<tr>
<td>SGDC4022</td>
<td>Introduction to Teaching 2</td>
</tr>
<tr>
<td>SGDC4041</td>
<td>Creativity in Teaching and Learning</td>
</tr>
<tr>
<td>SGDC4051</td>
<td>Assessment and Technology Pedagogy Integration</td>
</tr>
<tr>
<td>SGDF4011</td>
<td>Philosophy and Sociology in Education</td>
</tr>
<tr>
<td>SGDU4011</td>
<td>Educational Leadership and Management (ELM) for Student Achievement</td>
</tr>
<tr>
<td>SGDU4023</td>
<td>Transformational Leadership</td>
</tr>
<tr>
<td>SGDU4031</td>
<td>Co-curriculum Management</td>
</tr>
<tr>
<td>SGDU4041</td>
<td>Classroom Management</td>
</tr>
<tr>
<td>SGDY4011</td>
<td>Educational Psychology and Counselling</td>
</tr>
</tbody>
</table>

TEACHING METHODOLOGY (2 CREDIT HOURS)

Choose any 1 course from the list below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGDK4022</td>
<td>ELT Methodology</td>
</tr>
<tr>
<td>SGDK4032</td>
<td>Teaching Methodology in Mathematics</td>
</tr>
<tr>
<td>SGDK4052</td>
<td>Teaching Methodology in Science</td>
</tr>
<tr>
<td>SGDK4072</td>
<td>Teaching Methodology in History</td>
</tr>
<tr>
<td>SGDK4092</td>
<td>Teaching Methodology in Geography</td>
</tr>
</tbody>
</table>
SGDK4192 Teaching Methodology for Visual Arts
SGDK4202 Teaching Methodology for Design
SGDK4212 Teaching Methodology for Engineering Drawing
SGDK4222 Kaedah Mengajar Bahasa Melayu

MICROTEACHING (2 CREDIT HOURS)
Choose any 1 course from the list below:

SGDK4102 Microteaching (English)
SGDK4112 Microteaching (Mathematics)
SGDK4122 Microteaching (Science)
SGDK4132 Microteaching (History)
SGDK4142 Microteaching (Geography)
SGDK4152 Microteaching (Visual Arts)
SGDK4162 Microteaching (Design)
SGDK4172 Microteaching (Engineering Drawing)
SGDK4182 Pengajaran Mikro Bahasa Melayu

SPECIALISATION COURSES (4 CREDIT HOURS)
Choose any 1 option from the specialisations listed below:

A) English
   SGDL1012 Teaching Structure of English in the Classroom
   SGDR1012 Teaching Literature in the English Classroom

B) Mathematics
   SGDC3022 Issues in Mathematics Education
   SQQS1012 Elementary Statistics

C) Science
   SGDS1012 School Science
   SGDS1022 Assessment for Science Learning
D) **History**  
SGDH1012  Theory and Method in History  
SGDH1022  Historical Development of Malaysia  

E) **Geography**  
SGDJ1012  Thinking Skills in Geography  
SGDJ1022  Contemporary Issues in Geography  

F) **Visual Arts**  
SGDW1012  Fundamentals of Design  
SGDW1022  Arts and Communications  

G) **Design**  
SGDD1012  Fundamentals of Design  
SGDD1022  Product Design  

H) **Engineering Drawing**  
SGDN1012  Fundamentals of Engineering Design  
SGDN1022  Computer Assisted Engineering Drawing  

I) **Bahasa Melayu**  
SGBM1012  Tatabahasa Normatif  
SGBM1022  Kesusastraan Melayu  

**TEACHING PRACTICE (8 CREDIT HOURS)**  
SGDX5988  Teaching Practice
OTHMAN YEOP ABDULLAH
GRADUATE SCHOOL OF BUSINESS
INTRODUCTION

The Othman Yeop Abdullah Graduate School of Business (OYAGSB) was established as part of the university’s bold effort to continuously provide innovative and effective business management related education. With the tag line “Distinctively Different”, OYAGSB aims to nurture leaders who make a difference in a responsible and sustainable manner.

OYAGSB is also proud of its position as the only business school in Malaysia that has a comprehensive pool of faculty members specialised in various areas of business management such as Accounting, Banking and Finance, Entrepreneurship, Human Resource, International Business, Marketing, Production and Operation. Our main campus in Sintok, Kedah has world-class facilities and infrastructures for postgraduate studies.

The programme portfolios are recognised locally by the Malaysian Qualification Agency (MQA) and internationally by international accreditation bodies of AACSB (The Association to Advance Collegiate Schools of Business), AMBA (Association of MBAs), and ABEST21 (The Alliance on Business Education and Scholarship for Tomorrow), signifying its position among the top business schools in the world. OYAGSB is also a Global Partner of Chartered Management Institute (CMI), and the MBA graduates are awarded a professional title ‘Chartered Manager’.

CONTACT INFORMATION

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General Office
Tel: +604928 7120/7121/7122/7130
e-mail: oyagsb@uum.edu.my / oya_admission@uum.edu.my
website: www.oyagsb.uum.edu.my
facebook.com/oyagsb
twitter.com/oyagsb
### PROGRAMMES OFFERED

#### UUM SINTOK

(a) Programmes offered by the OYAGSB

<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>PROGRAMME STRUCTURE</th>
</tr>
</thead>
</table>
| 1.  | Doctor of Philosophy (PhD) – fields of study:  
    • Business Information System  
    • Leadership and Organizational Behaviour  
    • Consumer and Market Analysis  
    • Financial Analysis and Policy  
    • Innovation and Entrepreneurship  
    • Industrial and Development Economics  
    • Corruption and Accounting Fraud  
    • Corporate Governance, Contemporary and Critical Accounting  
    • Operation, Procurement and Supply Chain Management  
    • Business Communication Strategy  
    • Global Human Capital and Talent Management  
    • Critical Islamic Banking and Finance | • Research |
| 2.  | Doctor of Business Administration (DBA) | • Coursework and Dissertation |
| 3.  | Master of Business Administration (MBA) | • Coursework |

(b) Programmes offered in collaboration with UUM College of Business (UUMCOB)

<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>PROGRAMME STRUCTURE</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Doctor of Philosophy (PhD)</td>
<td>• Research</td>
<td>All schools</td>
</tr>
</tbody>
</table>
| 2.  | Master of Economics (MEc.) | • Coursework  
    • Coursework and Dissertation  
    • Research | School of Economics, Finance and Banking (SEFB) |
| 3.  | Master of Science (Finance) | • Coursework  
    • Research | |
| 4.  | Master of Science (Insurance) | • Research | |
| 5.  | Master of Science (Banking) | • Coursework  
    • Research | |
<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>PROGRAMME STRUCTURE</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Master of Human Resource Management (MHRM)</td>
<td>• Coursework • Research</td>
<td>School of Business Management (SBM)</td>
</tr>
<tr>
<td>7.</td>
<td>Master of Science (Occupational Safety and Health Management)</td>
<td>• Coursework • Research</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Master of Science (Management)</td>
<td>• Coursework • Research</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Master of Science (Islamic Finance)</td>
<td>• Research</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Master of Science (Islamic Banking)</td>
<td>• Research</td>
<td>Islamic Business School (IBS)</td>
</tr>
<tr>
<td>11.</td>
<td>Master of Islamic Business Studies (MIBS)</td>
<td>• Coursework • Research</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Master in Islamic Finance and Banking (MIFB)</td>
<td>• Coursework</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Master of Science (Operation Management)</td>
<td>• Research</td>
<td>School of Technology Management and Logistics (STML)</td>
</tr>
<tr>
<td>14.</td>
<td>Master of Science (Technology Management)</td>
<td>• Research</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Master of Science (Accounting)</td>
<td>• Research</td>
<td>Tunku Intan Safinas School of Accounting (TISSA)</td>
</tr>
<tr>
<td>16.</td>
<td>Master of Science (International Accounting)</td>
<td>• Coursework</td>
<td></td>
</tr>
</tbody>
</table>
OFF-CAMPUS CENTRE

OYAGSB and UUM College and Business also offer postgraduate programmes by coursework at the following off-campus centre:

<table>
<thead>
<tr>
<th>No.</th>
<th>Off-campus Centre</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>UUM Kuala Lumpur (UUMKL)</td>
<td>Doctor of Business Administration (DBA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master of Business Administration (MBA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master of Science (Finance)</td>
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<td></td>
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<td>Master of Science (Banking)</td>
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<td>Master of Science (Management)</td>
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<td></td>
<td></td>
<td>Master of Science (Occupational Safety and Health Management)</td>
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<td></td>
<td></td>
<td>Master of Human Resource Management (MHRM)</td>
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<tr>
<td></td>
<td></td>
<td>Master in Islamic Finance and Banking (MIFB)</td>
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<tr>
<td></td>
<td></td>
<td>Master of Economics</td>
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</table>
DOCTOR OF PHILOSOPHY

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

iv. SZRZ6014 Research Methodology
v. SCLE6014 Academic Writing; and/or
vi. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1. present their research work at colloquiums/symposiums set by the OYAGSB/respective Schools;

2. defend their research proposals successfully, as per requirement below:
   a) students are required to defend their proposals to a committee comprising a chairperson and two (2) reviewers appointed by OYAGSB/respective Schools.
   b) students must submit two (2) copies of their proposals to OYAGSB at least two (2) weeks prior to the defence.
   c) the reviewers would provide written comments and recommend the status of the research proposals at the end of the defence session.
   d) students are required to make amendments based on the comments and suggestions given by the reviewers.
   e) in case of re-defence, students are given a maximum of six (6) months to refine and to successfully re-defend their research proposals. Failure to do so would result in termination from the programme.

3. Produce at least ONE (1) article, accepted/published for publication in a Scopus Indexed Journal before viva voce.

4. Attend a viva voce session to defend their thesis, as per requirement below:
   a) Upon approval from their supervisor(s), students should fill the form “Intent to Submit Graduate Thesis/Dissertation” and submit it to OYAGSB/respective Schools together with two (2) copies of the thesis (note that students are also required to submit the softcopy version of their thesis);
   b) Students will be informed of the viva voce session by OYAGSB/respective Schools;
   c) Students have to pay the viva voce fee before the viva voce session.
5. Submit a written thesis (only applicable for those who passed the viva voce session):
   a) Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b) Before binding the final thesis, students should obtain approval (or signature) from OYAGSB/respective Schools for certification of thesis.
   c) The thesis should be prepared in three copies (two in hard cover and one in loose copy), all of which are to be submitted to OYAGSB/respective Schools.

RESEARCH FIELDS

Candidates are advised to undergo research training in any areas of business-related fields and economics, either from the conventional or Islamic perspectives, as follows (but not necessarily limited to):

<table>
<thead>
<tr>
<th>No.</th>
<th>School</th>
<th>Research Field</th>
</tr>
</thead>
</table>
| 1   | Othman Yeop Abdullah Graduate School of Business (OYAGSB) | • Business Information System  
• Leadership and Organizational Behaviour  
• Consumer and Market Analysis  
• Financial Analysis and Policy  
• Innovation and Entrepreneurship  
• Industrial and Development Economics  
• Corruption and Accounting Fraud  
• Corporate Governance, Contemporary and Critical Accounting  
• Operation, Procurement and Supply Chain Management  
• Business Communication Strategy  
• Global Human Capital and Talent Management  
• Critical Islamic Banking and Finance |
| 2   | School of Business Management (SBM)        | • Entrepreneurship  
• Healthcare Management  
• Human Resource Management  
• Management  
• Management Information System  
• Marketing  
• Occupational Safety and Health Management |
|   | School of Economics, Finance & Banking (SEFB) | • Agribusiness  
|   |                                           | • Economics  
|   |                                           | • Banking  
|   |                                           | • Finance  
|   |                                           | Risk Management  
| 3 | Tunku Putri Intan Safinaz School of Accountancy (TISSA) | • Accounting  
|   |                                           | • Taxation  
| 4 | School of Technology Management and Logistics (STML) | • Technology Management  
|   |                                           | • Operation Management  
|   |                                           | • Logistics Management  
|   |                                           | • Project Management  
|   |                                           | • Quality Management  
| 5 | Islamic Business School (IBS) | • Islamic Economics  
|   |                                           | • Islamic Management  
|   |                                           | • Islamic Finance and Banking  
|   |                                           | • Islamic Insurance  
|   |                                           | • Muamalat and Syariah Advisory  

Please refer to the website of OYAGSB at www.oyagsb.uum.edu.my for further details.
DOCTOR OF BUSINESS ADMINISTRATION

PROGRAMME STRUCTURE

Doctor of Business Administration (DBA) is offered by coursework and dissertation with 82 credit hours which comprises the following:

BUSINESS FIELDS (15 CREDIT HOURS)

- BDAK8033  Accounting Practice and Regulation
- BDFM8013  Corporate Financial Strategy
- BDHS7013  Leadership and Organizational Effectiveness
- BDMF8013  Global Economic and Business Issues
- BDMM8033  Global Strategic Marketing and Competitive Analysis

RESEARCH METHOD (9 CREDIT HOURS)

- BDMR8013  Business Research and Methodology
  (students must pass this course as a pre-requisite before being allowed to register for BDMI8013 Research Proposal Construction)
- BDMR8053  Data Analysis
- BDMI 8013  Research Proposal Construction

BUSINESS ELECTIVES (6 CREDIT HOURS)

Choose any two (2) courses from the following:

- BDME8033  Seminar in Corporate Entrepreneurship
- BDMF8043  Seminar in International Business
- BDMF8053  Seminar in Business and Sustainability
- BDMH 8013  Strategic Human Resource Management
- BDMH8023  Business Negotiations
- BDMM8043  Contemporary Issues in Marketing
- BDMM8033  Organizational Change Management
- BDMN8043  Managing Strategy and Innovation
CONSULTATION (3 CREDIT HOURS)
BDMX8023  Business Consultation

DISSERTATION (49 CREDIT HOURS)
BDMZ89949  Dissertation

DBA students are also required to:

1. Present their research work at colloquiums arranged by Othman Yeop Abdullah Graduate School of Business;
2. Defend their research proposals successfully to a committee;
3. Produce at least one (1) article by choosing either Option A or Option B, before viva voce:

**Option A**
Publish at least one (1) case study; OR

**Option B**
Publish at least one (1) article, which is published in a referred journal/professional business magazine (example: Malaysian Business, Marketeers, Accounts Today, The Asian Banker, HRM Asia, INSURANCE)
MASTER OF BUSINESS ADMINISTRATION

PROGRAMME STRUCTURE

Master of Business Administration (MBA) is offered by coursework. Students are required to complete 48 credit hours which consist of 36 credits of core courses, 6 credits of elective courses, and 6 credits of Project Paper.

The programme structure is as follows:

**CORE COURSES (36 CREDIT HOURS)**
- OJMP6013 Operation and Innovation Management
- OKMA6013 Accounting for Managers
- OPMM6013 Strategic Marketing
- OPMM6023 Strategic Management
- OPMH6013 Organizational Behaviour
- OJMT6013 E-Business
- OWFM6013 Corporate Finance
- OMMU6013 Business Ethics, CSR and Sustainability
- OEEM6013 Economics for Business
- OQQP6013 Decision Making in Business
- OPME6013 Innovation and New Venture Creation
- ODMR6013 Business Research Methods

**ELECTIVE COURSES (6 CREDIT HOURS)**
Choose 2 (TWO) elective courses from the following streams (subject areas):

**A) ACCOUNTING**
- OKMA6023 Accounting Fraud And Forensic Investigation
- OKMA6033 Contemporary Issues in Accounting

**B) ISLAMIC BANKING AND FINANCE**
- OWFF6013 Islamic Financial Markets, Instruments and Institution
- OWFF6023 Contemporary Islamic Banking
C) BUSINESS ANALYTICS
OJMT6023 Data Mining for Business Applications
OJMT6033 Data Visualization for Consumer Insights

D) ENTREPRENEURSHIP, CREATIVITY AND INNOVATION
OPME6023 Entrepreneurship Development
OPME6033 Entrepreneurship and Strategy

E) OPERATION AND SUPPLY CHAIN MANAGEMENT
OJMP6023 Global Supply Chain Management
OJMP6033 Logistics Management

F) HUMAN RESOURCE MANAGEMENT
OPMH6023 Leadership in Organization
OPMH6033 Organizational Change Management

G) COMMUNICATION AND BUSINESS NEGOTIATION
OCCC6013 Strategic Corporate Communication
OCCC6023 Communication for Managers

PROJECT PAPER (6 CREDIT HOURS)
ODMZ6996 Project Paper

At the end of the programme, students are given three months to prepare a Project Paper addressing effectively a current business issue by implementing the newly acquired theories, methodologies and techniques. A senior member of academic staff will be assigned as a project supervisor/mentor.
MASTER OF ECONOMICS

PROGRAMME STRUCTURE

The 40-credit-hour Master of Economics (MEc.) is offered by coursework, coursework and dissertation, and by full research.

(A) Coursework

Students are required to complete at least 40 credit hours which comprise the following:

CORE COURSES (19 CREDIT HOURS)
BEEB5013 Advanced Microeconomics
BEEB5023 Advanced Macroeconomics
BEEB5033 Advanced Econometrics (students must pass this course as a pre-requisite before being allowed to register for BEEQ5113 Applied Econometrics)
BEEQ5123 Advanced Mathematical Economics
BEEQ5113 Applied Econometrics
SZRZ6014 Research Methodology

SPECIALISATION COURSES (12 CREDIT HOURS)
Choose any four (4) courses from two (2) specialisations as listed below:

A) DEVELOPMENT ECONOMICS
BEED5123 Current Issues in Development Economics
BEED5133 Development, Distribution and Institution

B) BANKING AND FINANCIAL ECONOMICS
BEEM5113 Financial Theory and Policy
BEEM5123 Banking and Financial Economics

C) INTERNATIONAL ECONOMICS
BEET5113 International Trade Theory
BEET5123 Current Developments in Global Trade
D) **PUBLIC SECTOR ECONOMICS**
BEEP5113  Advanced Public Finance
BEEP5123  Taxation and Public Policy

E) **INDUSTRIAL ECONOMICS**
BEEI5113  Industrial Organization
BEEI5123  Economics of Regulation

F) **HUMAN RESOURCE ECONOMICS**
BEEI5133  Human Resource Economics
BEEI5143  Current Labor Issues

G) **ENVIRONMENTAL AND NATURAL RESOURCE ECONOMICS**
BEEE5113  Environmental Economics
BEEE5123  Natural Resource Economics

**ELECTIVE COURSES (3 CREDIT HOURS)**
Choose one (1) course from the list below or any courses at the master’s level in the Economics programme or courses offered by the SEFB.

BEEB5043  Philosophy of Economics Thoughts
BEED5113  Malaysian Economics Management

**PROJECT PAPER (6 CREDIT HOURS)**
BEEZ6996  Project Paper

(B) **Coursework and Dissertation**

Students are required to complete at least 40 credit hours which comprise the following:

**CORE COURSES (19 CREDIT HOURS)**
BEEB5013  Advanced Microeconomics
BEEB5023  Advanced Macroeconomics
BEEB5033  Advanced Econometrics  
*(students must pass this course as a pre-requisite before being allowed to register for BEEQ5113 Applied Econometrics)*

BEEQ5123  Advanced Mathematical Economics

BEEQ5113  Applied Econometrics

SZRZ6014  Research Methodology

**DISSERTATION (21 CREDIT HOURS)**

BEEZ69921  Dissertation

(C)  Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. **SZRZ6014 Research Methodology** and **SCLE6014 Academic Writing** with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. The examiner(s) should provide written comments and recommend the status of the proposals at the end of the session;
   c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposals should comprise the following chapters:

   - **Chapter 1**: Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
   - **Chapter 2**: Literature Review
   - **Chapter 3**: Research Methodology
     a. Research Framework
     b. Hypotheses/ Propositions Development
3. attend a viva voce session to defend their thesis, per requirement below:
   a. Upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School/Graduate School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. Before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER OF SCIENCE (FINANCE)

PROGRAMME STRUCTURE

(A) Coursework

Master of Science (Finance) by coursework is a 42-credit-hour programme which comprises the following:

CORE COURSES (12 CREDIT HOURS)
BPMN6073 Research Methodology
BWFF5013 Corporate Financial Management
BWFF5033 Financial Reporting and Statement Analysis
BWFN5013 Investment

SPECIALIZATION COURSES (15 CREDIT HOURS)
Choose one (1) of the specialization below:

(A) FINANCIAL MANAGEMENT
BWFF5023 Islamic and Conventional Financial Markets, Instruments and Institutions
BWFF5043 International Financial Management
BWFF5053 Advanced Corporate Financial Management
BWFF5073 Advanced Financial Modelling
BWFF6013 Seminar in Finance

(B) INVESTMENT MANAGEMENT
BWFF5043 International Financial Management
BWFF5063 Financial Risk Management
BWFF5073 Advanced Financial Modelling
BWFN5023 Portfolio Theory
BWFN5033 Fixed Income Securities
ELECTIVE COURSES (6 CREDIT HOURS)
Choose any 2 courses from the list below:

BWFF5083  Small Business Finance
BWFF5093  Corporate Governance
BWFN5043  Real Estate Finance and Investment

PROJECT PAPER (9 CREDIT HOURS)
BPMZ6999  Project Paper

(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:
   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters:

   • Chapter 1  :  Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
   • Chapter 2  :  Literature Review
   • Chapter 3  :  Research Methodology
     a. Research Framework
     b. Hypotheses/ Propositions Development
3. Attend a viva voce session to defend their thesis, per requirement below:
   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
## MASTER OF SCIENCE (BANKING)

### PROGRAMME STRUCTURE

**Coursework**

Master of Science (Banking) by coursework is a 42-credit-hour programme which comprises the following:

#### CORE COURSES (24 CREDIT HOURS)

- BPMN6073  Research Methodology
- BWBB5013  Commercial Banking Operation
- BWBB5023  Treasury Management in Financial Institutions
- BWBB5033  Malaysian Banking Law and Regulation
- BWBB5043  Credit and Syndicated Loans Management
- BWFF5013  Corporate Financial Management
- BWFF5023  Islamic and Conventional Financial Markets, Instruments and Institutions
- BWSB5053  Contemporary Islamic Banking

#### ELECTIVE COURSES (6 CREDIT HOURS)

Choose any 2 courses from the list below:

- BEEM5123  Banking and Financial Economics
- BWBB5063  International Trade and Banking Practices
- BWBB5073  Bank Project Financing
- BWBB5083  Marketing of Financial Services
- BWBB6013  Seminar in Banking
- BWFF5033  Financial Reporting and Statement Analysis
- BWFF5053  Advanced Corporate Financial Management
- BWFF5063  Financial Risk Management
- BWFF6013  Seminar in Finance
- BWFN5013  Investment

#### RESEARCH PAPER (12 CREDIT HOURS)

- BPMZ69912  Research Paper
(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. **SZRZ6014 Research Methodology** and **SCLE6014 Academic Writing** with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:
   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters:

   - Chapter 1: Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
   - Chapter 2: Literature Review
   - Chapter 3: Research Methodology
     a. Research Framework
     b. Hypotheses/Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:
   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER OF HUMAN RESOURCE MANAGEMENT

PROGRAMME STRUCTURE

(A) Coursework

Master of Human Resource Management (MHRM) by coursework is a 42-credit-hour programme which comprises the following:

CORE COURSES (24 CREDIT HOURS)
BSMH5013  Human Resource Management
BSMH5023  Strategic Human Resource Management
BSMH5033  Industrial Relations
BSMH5043  Performance Management
BSMH5133  Human Resource Development
BSMH5143  Compensation and Benefits Management
BPMN6013  Organizational Behavior and Development
BPMN6073  Research Methodology

ELECTIVE COURSES (6 CREDIT HOURS)
Choose any 2 courses from the list below:
BEEG5013  Managerial Economics
BSMH5053  Managing Occupational Safety and Health
BSMH5063  Workforce Diversity Management
BSMH5073  Human Resource Costing
BSMH5083  Human Resource Information Systems
BSMH5093  Managing Change and Communication
BSMH5113  Business Negotiations
BSMH5123  International Human Resource Management
GMUL5043  Legal and Ethical Issues in Human Resource Management

RESEARCH PAPER (12 CREDIT HOURS)
BPMZ69912  Research Paper
(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. **SZRZ6014 Research Methodology** and **SCLE6014 Academic Writing** with at least a **B** grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:
   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposal should comprise the following chapters:
      - **Chapter 1**: Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - **Chapter 2**: Literature Review
      - **Chapter 3**: Research Methodology
        a. Research Framework
        b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:
   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School/Graduate School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. Before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER OF SCIENCE (OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT)

PROGRAMME STRUCTURE

(A) Coursework

Students have to fulfil at least 43 credit hours of coursework which comprise the following:

CORE COURSES (22 CREDIT HOURS)
- BSMH5203 Aspect of OSH Legislation
- BSMH5213 Safety Management
- BSMH5223 Health Management
- BSMH5263 OSH Management Systems
- BSMH5273 Industrial Hygiene Management
- BSMH5303 Human Resource Management and Behavioral Aspects in Safety and Health
- SZRZ 6014 Research Methodology

ELECTIVE COURSES (9 CREDIT HOURS)
Choose any 3 courses from the list below:
- BPMN6043 Leadership in Organization
- BSMH5243 Fire Safety Management
- BSMH5253 Emergency Response Management
- BSMH5283 Ergonomic Management
- BSMH5293 Chemical Management
- BSMH5313 Risk Management Techniques
- BSMH5323 Occupational Psychosocial Issue

RESEARCH PAPER (12 CREDIT HOURS)
- BPMZ69912 Research Paper


(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:
   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters
      • Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      • Chapter 2 : Literature Review
      • Chapter 3 : Research Methodology
         a. Research Framework
         b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:
   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER OF SCIENCE (MANAGEMENT)

PROGRAMME STRUCTURE

(A) Coursework

Master of Science (Management) by coursework is a 42-credit-hour programme which comprises the following:

CORE COURSES (24 CREDIT HOURS)

- BPMM6013 Marketing Management
- BPMN6013 Organizational Behavior and Development
- BPMN6023 Strategic Management
- BPMN6053 Management Information System
- BJMP5023 Operation and Technology Management
- BPMN6073 Research Methodology
- GMUL5063 Law, Ethics and Corporate Social Responsibility
- BWFM5013 Corporate Finance

ELECTIVE COURSES (6 CREDIT HOURS)

Choose any 2 courses from the list below:

- BSMH5093 Managing Change and Communication
- BSMH5023 Strategic Human Resource Management
- BPME6093 Entrepreneurship Development
- BPMS6023 Muamalat Management
- BPMS6033 Muamalat Principle in Islamic Capital and Money Market
- BPMS6013 Theory and Philosophy of Muamalat
- GFMA6043 International Business
- SCCG5113 Managerial Communication

RESEARCH PAPER (12 CREDIT HOURS)

- BPMZ69912 Research Paper
(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. **SZRZ6014 Research Methodology** and **SCLE6014 Academic Writing** with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:

   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters:

      - **Chapter 1**: Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - **Chapter 2**: Literature Review
      - **Chapter 3**: Research Methodology
        a. Research Framework
        b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER OF ISLAMIC BUSINESS STUDIES

PROGRAMME STRUCTURE

(A) Coursework

Master of Islamic Business Studies is a 42-credit-hour programme that comprises the following courses:

CORE COURSES (18 CREDIT HOURS)

- BIEE5013 Islamic Economics
- BIFF5063 Islamic Financial Market, Instruments and Institutions
- BIMM5013 Management and Organization from Islamic Perspective
- BIMM5073 Research Methods for Islamic Business Studies
- BISS5033 Deduction Method and Maqasid Shariah for Business
- BWSS5023 Islamic Financial Contracts & Maxims

ELECTIVE COURSES (12 CREDIT HOURS)

Choose any four (4) courses from the list below:

ISLAMIC MANAGEMENT

- BIMM5023 Leadership Theories and Leadership in Islam
- BIMM5033 Decision Making and Syura in Organization
- BIMM5043 Entrepreneurship from Islamic Perspective
- BIMM5053 Islamic Principle in Marketing Management
- BIMM5063 Human Resource Management From Islamic Perspective
- BPMN6023 Strategic Management

ISLAMIC ECONOMICS

- BEEB5013 Advanced Microeconomics
- BEEB5023 Advanced Macroeconomics
- BEEQ5113 Applied Econometrics
- BIEE5023 Fiscal and Monetary Policy in Islamic Economics
- BIEE5033 Islamic Economics Issues and Analysis
- BWFF5013 Corporate Financial Management
- BWSB5053 Contemporary Islamic Banking

RESEARCH PAPER (12 CREDIT HOURS)

- BPMZ69912 Research Paper
(B) Research

Students are required to:

1. register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:
   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters:
      - Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - Chapter 2 : Literature Review
      - Chapter 3 : Research Methodology
         a. Research Framework
         b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:
   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
MASTER IN ISLAMIC FINANCE AND BANKING

PROGRAMME STRUCTURE

Master in Islamic Finance and Banking is a 42-credit-hour programme that comprises the following courses:

CORE COURSES (24 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIEE5013</td>
<td>Islamic Economics</td>
</tr>
<tr>
<td>BIFF5063</td>
<td>Islamic Financial Markets, Instruments and Institutions</td>
</tr>
<tr>
<td>BISS5033</td>
<td>Deduction Method and <em>Maqasid Shariah</em> for Business</td>
</tr>
<tr>
<td>BPMN6023</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>BPMN6073</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>BWFF5013</td>
<td>Corporate Financial Management</td>
</tr>
<tr>
<td>BWSS5023</td>
<td>Islamic Financial Contracts and Maxims</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (6 CREDIT HOURS)

Choose any two (2) courses from the list below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIBB5043</td>
<td>Management and Governance of Islamic Banking</td>
</tr>
<tr>
<td>BIFF5053</td>
<td>Islamic Wealth Planning and Management</td>
</tr>
<tr>
<td>BWBB5023</td>
<td>Treasury Management in Financial Institutions</td>
</tr>
<tr>
<td>BWRR5043</td>
<td>Islamic Risk Management</td>
</tr>
</tbody>
</table>

RESEARCH PAPER (12 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPMZ69912</td>
<td>Research Paper</td>
</tr>
</tbody>
</table>
MASTER OF SCIENCE
(INTernational Accounting)

PROGRAMME STRUCTURE

Master of Science (International Accounting) is offered by coursework with 42 credit hours which comprise the following:

CORE COURSES (24 CREDIT HOURS)
BPMN6073 Research Methodology
BPMN6023 Strategic Management
BKAF5033 Seminar in International Accounting
BKAF5043 Financial Accounting Theory and Reporting Practices
BKAM5023 Management Accounting and Control Systems
BKAS5013 Seminar in Accounting Information Systems
BKAT5023 Contemporary Issues in International Taxation
BWFF5043 International Financial Management

ELECTIVE COURSES (6 CREDIT HOURS)
Choose any 2 courses from the list below:
BKAA5013 Issues in Auditing and Investigation
BKAF5063 Financial Statement Analysis
BKAL5033 Seminar in Corporate Governance
BKAM5043 Strategic Management Accounting
BKAS5033 Information System in Control and Audit
BKAM5033 Financial Modeling

RESEARCH PAPER (12 CREDIT HOURS)
BPMZ69912 Research Paper
OTHER MASTER’S PROGRAMMES BY RESEARCH

PROGRAMMES

1. Master of Science (Accounting)
2. Master of Science (Islamic Banking)
3. Master of Science (Islamic Finance)
4. Master of Science (Insurance)
5. Master of Science (Operation Management)
6. Master of Science (Technology Management)

PROGRAMME STRUCTURE

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School/Graduate School, as per requirement below:

   a. students must submit two (2) copies of their research proposals to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b. the examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. the research proposal should comprise the following chapters:

      • Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      • Chapter 2 : Literature Review
      • Chapter 3 : Research Methodology
         a. Research Framework
         b. Hypotheses/ Propositions Development
3. Attend a viva voce session to defend their thesis, per requirement below:
   a. upon approval from their supervisor(s), students should fill “The Intent to Submit Form (ITS)” and submit it to the School/Graduate School together with two (2) copies of the thesis;
   b. students will be informed of the viva voce session by the School/Graduate School;
   c. students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:
   a. students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b. before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
   c. the thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School/Graduate School.
DOCTOR OF MANAGEMENT
DOCTOR OF MANAGEMENT

INTRODUCTION

The Doctor of Management programme at Universiti Utara Malaysia is by full research in which students are assessed on the thesis produced at the end of their study period. This programme develops graduates from the industry to become scholars and researchers who are able to contribute knowledge and expertise to their specific field in the industry.

Doctor of Management students may choose to specialise in any of the various fields in UUM.

UUM offers the Doctor of Management programme on a full-time mode, in which students will have to complete their studies between four (4) and ten (10) semesters.

ADMISSION REQUIREMENT

An applicant must be a full-time employee who serves a company or an organization and holds a senior position. The applicant must also possess:

a) a master’s degree recognised by the University Senate and have at least five (5) years of work experience in the area relevant to the research topic; and

b) fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

The Doctor of Management (D.Mgmt.) programme is offered by full research. Students are required to enrol and pass the following pre-requisite courses with at least a B grade during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):

a) SZRZ6014 Research Methodology
b) SCLE6014 Academic Writing

To be able to graduate, D.Mgmt. students are required to:

1) present and defend a proposed research/thesis to a committee;

2) present progress report of research work at colloquiaums arranged by the Graduate School;

3) choose any one of the three (3) options (Option A, Option B or Option C):
Option A
i. Publish at least one (1) case study;
   *Note: Articles should be co-authored with the supervisor(s)

Option B
i. Produce at least one (1) article, which is published in a refereed journal
   *Note: Articles should be co-authored with the supervisor(s)

Option C
i. Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM.

4) Attend a **viva voce** session to defend the thesis; and

5) Submit a written thesis.
SPECIFIC RULES AND REGULATIONS 
FOR DOCTOR OF MANAGEMENT

1.0 ACADEMIC SESSION AND ENROLMENT

Two (2) semesters per academic session.

2.0 MODE OF STUDY

Mode of study for Doctor of Management programme is full-time.

3.0 PERIOD OF STUDY

The period of study shall be a minimum of two (2) years (4 semesters) and a maximum of five (5) years (10 semesters).

4.0 PROGRAMME STRUCTURE

Full research

5.0 ACADEMIC ADVISOR/ THESIS SUPERVISOR/ THESIS COMMITTEE

5.1 Thesis Supervisor and Thesis Committee

The Doctor of Management student will be supervised by:
1. a main supervisor; or
2. a main supervisor and a co-supervisor; or
3. a Thesis Committee comprising at least three (3) academic staff members.

*Note: The main supervisor must be a UUM faculty member.

5.2 Qualification of the Main Supervisor

The supervisor for Doctor of Management student must:
a) be a Senior Lecturer and above with a doctoral degree;
b) have more than ten (10) years of experience being a lecturer; and
c) be above 35 years old.
5.3 Appointment of supervisor(s) for Doctor of Management students will be proposed by the Centre for University-Industry Collaboration (CUIC) and respective Schools and endorsed by the Postgraduate Committee of the respective Graduate Schools.

6.0 DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA VOCE)

6.1 Doctor of Management candidates should defend their thesis within sixty (60) months or five (5) years from the date of admission.

6.2 Candidates who fail to defend their thesis within the specified period will be deemed Fail.

7.0 ORIGINALITY OF THESIS

7.1 Thesis submitted to the Graduate School for proposal defence or viva will be evaluated for its originality.

7.2 The originality of the thesis should not be less than eighty percent (80%) or the similarity index should not be more than twenty percent (20%) against the approved originality standard set by the University.

8.0 THESIS EXAMINATION BOARD

8.1 A Thesis Examination Board will be set-up when the supervisor or the Thesis Committee decides that the candidate is ready for an oral examination (viva voce).

8.2 Members of the Thesis Examination Board will comprise:
   a) a Chairman;
   b) at least one (1) External Examiner (priority is given to individual with industrial background);
   c) one (1) Internal Examiner; and
   d) a representative from CUIC.
8.3 If the candidate is a staff member of UUM, the members of the Thesis Examination Board will consist of:
   a) a Chairman;
   b) one (1) Internal Examiner;
   c) two (2) External Examiners from other universities/industry;

8.4 The Chairman of the Thesis Examination Board must be:
   a) the Assistant Vice-Chancellor; or
   b) the Dean; or
   c) a Professor.

8.5 The Thesis Examination Board must recommend to the Senate via the Postgraduate Examination Board that the candidate be awarded the following status:
   a) Pass; or
   b) Pass with minor revision; or
   c) Pass with major revision; or
   d) Reviva; or
   e) Fail.

9.0 ASSESSMENT AND EXAMINATION

9.1 Assessment and examination of the Doctor of Management programme can consist of:
   a) Oral examination to defend the thesis proposal;
   b) Thesis assessment;
   c) Oral examination of thesis (viva voce) before the Thesis Examination Board.

10.0 THESIS OF DOCTOR OF MANAGEMENT

10.1 Thesis of the Doctor of Management programme must not exceed 100,000 words.

10.2 The colour of the thesis cover is Red.
11.0 AWARD OF DEGREE

11.1 In order to be awarded a degree, a student must:
   a) fulfil all requirements of the Universities and University Colleges Act and other related Acts;
   b) settle all debts to the University;
   c) present and defend the thesis successfully;
   d) produce articles or patented product(s) by choosing any one of the following options:

   **Option A**
   ii. Publish at least one (1) case study;
   *Note: Articles should be co-authored with the supervisor(s)*

   **Option B**
   ii. Produce at least one (1) article, which is published in a refereed journal
   *Note: Articles should be co-authored with the supervisor(s)*

   **Option C**
   i. Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM.
Students are categorized based on nationality. They are classified as Malaysian, ASEAN, and Non-ASEAN and are charged accordingly. Upon being accepted by the University, students shall make arrangements for their financial support and the payment of Student Fee throughout their study. The Student Fee consists of registration, tuition, and services. The Student Fee may be revised from time to time without prior notice.

The Student Fee must be paid within thirty (30) days after the commencement of each semester. Sponsored students must submit a Sponsorship Letter from the sponsor upon registration. The letter must clearly state the type of fee covered under the sponsorship (such as registration, tuition, and services).

Fee for Doctor of Management student is as listed below:

<table>
<thead>
<tr>
<th>FEES</th>
<th>MALAYSIAN (RM)</th>
<th>ASEAN (RM)</th>
<th>NON ASEAN (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON RECURRING FEES</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>1100.00</td>
<td>1320.00</td>
<td>1430.00</td>
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<tr>
<td>Insurance</td>
<td>78.00</td>
<td>0.00</td>
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<tr>
<td>Sub-total</td>
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<td>1430.00</td>
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<td>RECURRING FEES</td>
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<tr>
<td>Service</td>
<td>310.00</td>
<td>550.00</td>
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<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>• 1st sem.</td>
<td>2795.00</td>
<td>3354.00</td>
<td>3625.00</td>
</tr>
<tr>
<td>• 2nd sem.</td>
<td>2450.00</td>
<td>2940.00</td>
<td>3185.00</td>
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<tr>
<td>• 3rd sem. onwards</td>
<td>1850.00</td>
<td>2220.00</td>
<td>2405.00</td>
</tr>
<tr>
<td>• pre-requisite course (per credit)</td>
<td>300.00</td>
<td>360.00</td>
<td>390.00</td>
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<tr>
<td>OTHERS</td>
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<tr>
<td>• Supervision (per semester)</td>
<td>3000.00</td>
<td>5200.00</td>
<td>8000.00</td>
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<tr>
<td>• Thesis Examination (viva voce)</td>
<td>1750.00</td>
<td>1950.00</td>
<td>2150.00</td>
</tr>
<tr>
<td>• Thesis Re-examination (Re-viva)</td>
<td>1750.00</td>
<td>1950.00</td>
<td>2150.00</td>
</tr>
</tbody>
</table>
GHAZALI SHAFIE GRADUATE SCHOOL OF GOVERNMENT

INTRODUCTION

The Ghazali Shafie Graduate School of Government (GSGSG) was established in 2010. GSGSG plays an important role in coordinating and maintaining the highest quality of graduate education at COLGIS which consists of postgraduate programmes from School of Law, School of Government, School of International Studies and School of Tourism, Hospitality and Environmental Management. GSGSG also manages research activities as well as publication activities of the academic staff members and students. The School offers master’s programmes (by coursework, research and mixed mode) and also PhD programmes in related fields.

VISION

The Innovative Graduate School of Government

MISSION

To emphasize quality and innovation in the fields of law, public administration, development, international business, international studies, tourism, hospitality and environmental management.

To honour the importance of producing excellent human capital, to be convinced of the idea that the integrated nature of knowledge, unity of God and morality benefits all stakeholders of the college and community.

CONTACT INFORMATION

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Ghazali Shafie Graduate School of Government
Tel: +604-928 7750/7751
E-mail: kamarulnizam@uum.edu.my

Assoc. Prof Dr. Mazlan Ismail
Deputy Dean
Ghazali Shafie Graduate School of Government
Tel: +604-9287760
E-mail: lan1441@uum.edu.my

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Tel: +604-928 7752
Email: md_sukri@uum.edu.my

Mdm. Azam Arni Bt. Mohd Noor
Social Research Officer
Tel: +604-9287753
E-Mail: arni@uum.edu.my
# PROGRAMMES OFFERED

## UUM SINTOK

<table>
<thead>
<tr>
<th>NO.</th>
<th>PROGRAMME</th>
<th>PROGRAMME STRUCTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doctor of Philosophy (PhD) – fields of study:</td>
<td>• Research</td>
</tr>
<tr>
<td></td>
<td>• Environmental Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• International Business/Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Law</td>
<td></td>
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<tr>
<td></td>
<td>• Nationhood Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Political Science</td>
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<tr>
<td></td>
<td>• Public/Development Management</td>
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<tr>
<td></td>
<td>• Sociology</td>
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<tr>
<td></td>
<td>• Strategic Studies</td>
<td></td>
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<tr>
<td></td>
<td>• Tourism and Hospitality Management</td>
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<td></td>
<td>• Islamic Jerusalem Studies</td>
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<td></td>
<td>• Border Management</td>
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<td></td>
<td>• Peace and Conflict Transformation</td>
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<tr>
<td>2</td>
<td>Master of Public Management (MPM)</td>
<td>• Coursework</td>
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<td>• Mixed mode</td>
<td>• Research</td>
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<tr>
<td>3</td>
<td>Master of Arts (Sociology)</td>
<td>• Research</td>
</tr>
<tr>
<td>4</td>
<td>Master of Law</td>
<td>• Research</td>
</tr>
<tr>
<td>5</td>
<td>Master of Human Resource Law</td>
<td>• Coursework</td>
</tr>
<tr>
<td>6</td>
<td>Master of Commercial Law</td>
<td>• Coursework</td>
</tr>
<tr>
<td>7</td>
<td>Master of Corporate Law</td>
<td>• Coursework</td>
</tr>
<tr>
<td>8</td>
<td>Master of Science (Tourism and Hospitality Management)</td>
<td>• Research</td>
</tr>
<tr>
<td>9</td>
<td>Master of Science (International Business)</td>
<td>• Coursework</td>
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<td>• Research</td>
<td>• Research</td>
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<td>10</td>
<td>Master of Science (Strategic Studies)</td>
<td>• Coursework</td>
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<tr>
<td>11</td>
<td>Master of Arts (Political Science)</td>
<td>• Research</td>
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<tr>
<td>12</td>
<td>Master of Arts (International Relations)</td>
<td>• Research</td>
</tr>
<tr>
<td>13</td>
<td>Master of Arts (Nationhood Studies)</td>
<td>• Coursework</td>
</tr>
</tbody>
</table>
OFF-CAMPUS CENTRE

Ghazali Shafie Graduate School of Government also offers postgraduate programmes by coursework at the following off-campus centre:

<table>
<thead>
<tr>
<th>No.</th>
<th>Off-campus Centre</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>UUM Kuala Lumpur (UUMKL)</td>
<td>Master of Public Management</td>
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<tr>
<td></td>
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<td>Master of Human Resource Law</td>
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<td></td>
<td></td>
<td>Master of Science (International Business)</td>
</tr>
</tbody>
</table>
DOCTOR OF PHILOSOPHY

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

i. SZRZ6014 Research Methodology
ii. SCLE6014 Academic Writing; and/or
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1. present their research work at colloquia/symposiums set by the Ghazali Shafie Graduate School of Government/respective Schools;

2. present and defend their research proposals successfully.

RESEARCH FIELDS

<table>
<thead>
<tr>
<th>School</th>
<th>Research Fields</th>
<th>Specializations Offered (but not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>Public Management</td>
<td>• Public Management/ Administration</td>
</tr>
<tr>
<td>Sociology</td>
<td>• Sociology</td>
<td>• Political Sociology</td>
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<tr>
<td>Malaysian Studies</td>
<td>• Political Studies</td>
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</tr>
<tr>
<td>School</td>
<td>Research Fields</td>
<td>Specializations Offered (but not limited to)</td>
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<td>---------------------------------------------</td>
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<tr>
<td>Law</td>
<td>Law</td>
<td>• Corporate Law</td>
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<td>• Commercial Law</td>
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<td>• Human Resource Law</td>
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<td>• International Trade law</td>
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<td>• Medical Law</td>
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<td>• Bioethics Law</td>
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<td>• Constitutional Law</td>
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<td>• Criminal and Justice Law</td>
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<td>• Maritime Law</td>
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<td>• Family Law</td>
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<td>• Security Law</td>
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<td>• Insurance Law</td>
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<td>• Environmental Law</td>
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<td>• Probate and Administrative Law</td>
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<td>• Islamic Laws</td>
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<td>• Islamic Banking Law</td>
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<tr>
<td>Tourism, Hospitality and Event Management</td>
<td>Tourism and Hospitality Management</td>
<td>• Tourism Management</td>
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<td>• Hospitality Management</td>
</tr>
<tr>
<td>School</td>
<td>Research Fields</td>
<td>Specializations Offered (but not limited to)</td>
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</tbody>
</table>
| International Studies   | Political Science          | • Political Science  
• Southeast Asian Politics  
• Border Management  
• Peace and Conflict Transformation                           |
|                         |                            |                                                                                                             |
|                         | Nationhood Studies         | • Nationhood Studies                                                                                       |
|                         | Strategic Studies          | • Strategic Studies                                                                                       |
|                         | International Relations    | • International Relations  
• International Political Economy  
• International Trade  
• Southeast Asian History                           |
|                         |                            |                                                                                                             |
|                         | International Business     | • International Business  
• International Management  
• International Business Strategy  
• National and Organizational Cultural Studies  
• Joint Venture and Strategic Alliances  
• Mergers and Acquisitions  
• Logistic and Maritime Studies  
• Management Diversity  
• Import and Export  
• International Marketing Orientation  
• Global Supply Chain  
• Islamic Jerusalem Studies                           |
MASTER OF PUBLIC MANAGEMENT

PROGRAMME STRUCTURE

Master of Public Management is offered in three (3) structures; coursework, mixed mode (coursework and dissertation) and full research.

A) Coursework

Master of Public Management (MPM) by coursework is a 40 credit-hour-programme, which comprises the following structure:

**CORE COURSES (22 CREDIT HOURS)**

- GMGA5014 Public Policy
- GMGA5023 Corporate Governance in Asia
- GMGF5014 Public Financial Management
- GMGM5013 Public Management
- GMGM5024 Strategic Management in Public Organizations
- GMGR6014 Research Methodology

**ELECTIVE COURSES (18 CREDIT HOURS)**

Choose any courses from the list below:

- BPME6093 Entrepreneurship Development
- BSMH5253 Emergency Response Management
- GFMA6063 Cross-cultural Management
- GMGA5033 Local Government Management
- GMGA5043 Social Policy: Issues and Options
- GMGA5053 Politics and Administration
- GMGF5023 Political Economy
- GMGF5033 International Development and Sustainability
- GMGM5033 Managerial Decision Making
- GMGM5043 Human Resource Management in Public Sector
- GMGM5053 Human Resource Auditing
- GMGM5063 Leadership and Management
- GMGM5073 Project Management in Public Sector
- GMGM5083 Crisis Management
GMGM6013  Comparative Public Management Reform
GMGR5013  Data Analysis for Managers
GMGX6016  Internship
GMGZ6996  Project Paper
GMULS043  Legal and Ethical Issues in Human Resource Management
GMULS063  Ethics, Law and Corporate Social Responsibility
SSWA5213  Crisis Intervention and Disaster Management

B) Coursework and Dissertation

Master of Public Management (MPM) by coursework and dissertation is a 40-credit-hour programme, which comprises the following structure:

CORE COURSES (8 CREDIT HOURS)
SCLE6014  Academic Writing
GMGR6014  Research Methodology

ELECTIVE COURSES (4 CREDIT HOURS)
Choose one (1) course from the following:
GMGA5014  Public Policy
GMGF5014  Public Financial Management

DISSERTATION (28 CREDIT HOURS)
GMGZ69928  Dissertation
Research

Students have to successfully complete the following:

1. Pass with at least a B grade the following **pre-requisite courses** during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
   a. SZRZ6014 Research Methodology; and/or
   b. SCLE6014 Academic Writing.

2. Attend at least one (1) **colloquium** session;

3. Defend a research proposal to a committee:
   a. Students must submit four (4) copies of their research proposal to the School/Graduate School at least two (2) weeks prior to the proposal defence session;
   b. The research proposal should cover the following topics:
      - Chapter 1 Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - Chapter 2 Literature Review
      - Chapter 3 Research Methodology
         - Research Framework
         - Hypotheses/Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.
MASTER OF LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Law programme must possess:

i. A Bachelor of Law with Honours (LL.B [Hons.]) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.75; or

ii. A Bachelor of Law with Honours (LL.B [Hons.]) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.50 and have at least three (3) years of work experience; or

iii. A Bachelor of Jurisprudence (B. Juris) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.75 and have at least five (5) years of work experience; or

iv. A Bachelor of Philosophy, Law and Business (BPLB) from UUM with a CGPA of at least 2.75; or

v. A Bachelor of Philosophy, Law and Business (BPLB) from UUM with a CGPA of at least 2.50 and have at least three (3) years of work experience of; or

vi. Any other equivalent qualifications recognised by the University Senate; and

vii. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Law is offered by full research. Students have to successfully complete the following:

i. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
   a. GMUP5014 Legal Research Methodology
   b. SCLE6014 Academic Writing

ii. Attend at least one (1) Colloquium session;

iii. Defend a research proposal to a committee:
   a. Students must submit four (4) copies of their research proposal to the School/Graduate School at least two (2) weeks prior to the proposal defence session;
b. The research proposal should cover the following topics:

- **Chapter 1**
  Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.

- **Chapter 2**
  Literature Review

- **Chapter 3**
  Research Methodology
  - Research Framework
  - Hypotheses/Propositions Development

iv. Attend a viva voce session to defend the thesis; and

v. Submit a written thesis.
MASTER OF HUMAN RESOURCE LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Human Resource Law programme must possess:

i. A Bachelor of Law degree with Honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or

ii. A bachelor’s degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or

iii. Any other equivalent qualifications recognised by the University Senate; and

iv. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Human Resource Law is a 40-credit-hour programme, which comprises of one (1) core course, seven (7) specialisation courses and a project paper. The structure of this programme is as follows:

CORE COURSE (4 CREDIT HOURS)
GMUP5014 Legal Research Methodology

SPECIALISATION COURSES (28 CREDIT HOURS)
GMUP5084 International Labour Organization
GMUP5094 Industrial Relation Law
GMUP5104 Advanced Administrative Law
GMUP5114 Safety and Health Law
GMUP5124 Law of Employment Benefit
GMUP5134 Legal and Ethical Issues in Corporate Social Responsibility
GMUP5024 Selected Issues in Contract Law

PROJECT PAPER (8 CREDIT HOURS)
GMUZ6998 Project Paper
MASTER OF COMMERCIAL LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Commercial Law programme must possess:

i. A Bachelor of Law degree with honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or

ii. A bachelor’s degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or

iii. Any other equivalent qualifications recognised by the University Senate; and

iv. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Commercial Law is a 40-credit-hour programme, which comprises one (1) core course, seven (7) specialisation courses and a project paper. The structure of this programme is as follows:

CORE COURSE (4 CREDIT HOURS)

GMUP5014 Legal Research Methodology

SPECIALISATION COURSES (28 CREDIT HOURS)

GMUP5024 Selected Issues in Contract
GMUP5034 Franchise Law
GMUP5054 Advanced Commercial Law
GMUP5064 Selected Issues in Consumer Protection Law
GMUP5074 Finance and Banking Law
GMUP5134 Legal and Ethical Issues in Corporate Social Responsibility
GMUP5154 Law of Securities and Derivatives Industry

PROJECT PAPER (8 CREDIT HOURS)

GMUZ6998 Project Paper
MASTER OF CORPORATE LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Corporate Law programme must possess:

i. A Bachelor of Law degree with Honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or

ii. A bachelor’s degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or

iii. Any other equivalent qualifications recognised by the University Senate; and

iv. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Corporate Law is a 40-credit-hour programme, which comprises one (1) core course, seven (7) specialisation courses and a project paper. The structure of this programme is as follows:

CORE COURSE (4 CREDIT HOURS)
GMUP5014 Legal Research Methodology

SPECIALISATION COURSES (28 CREDIT HOURS)
GMUP5074 Finance and Banking Law
GMUP5094 Industrial Relations Law
GMUP5134 Legal and Ethical Issues in Corporate Social Responsibility
GMUP5144 Advanced Corporate Law
GMUP5154 Law of Securities and Derivatives Industry
GMUP5164 Insolvency Law
GMUP5174 Revenue Law

PROJECT PAPER (8 CREDIT HOURS)
GMUZ6998 Project Paper
MASTER OF SCIENCE (INTERNATIONAL BUSINESS)

PROGRAMME STRUCTURE

Master of Science (International Business) is offered in two (2) structures; coursework and full research.

(A) Coursework

Master of Science (International Business) by coursework is a 42-credit-hour programme. Students have to fulfil the following programme structure:

**CORE COURSES (24 CREDIT HOURS)**

- BPMN6073 Research Methodology
- GFMA5033 International Management
- GFMA5053 International Marketing
- GFMA5263 International Strategic Management
- GFMA6043 International Business
- GFMA6053 International Logistics
- GFMA6063 Cross-cultural Management
- GFMA6083 Multinational Firms

**ELECTIVE COURSES (6 CREDIT HOURS)**

Choose any two (2) courses from the following:

- BEET5113 International Trade Theory
- BJMP5023 Operation and Technology Management
- BSMH5123 International Human Resource Management
- BWBB5063 International Trade and Banking Practices
- BWFF5043 International Financial Management
- GFMA6093 Selected Issues in International Business
- GMUL5063 Ethics, Law and Corporate Social Responsibilities

**RESEARCH PAPER (12 CREDIT HOURS)**

- BPMZ69912 Research Paper
(B) Research

Students have to successfully complete the following:

1. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
   a) SZRZ6014 Research Methodology
   b) SCLE6014 Academic Writing

2. Attend at least one (1) colloquium session;

3. Defend a research proposal to a committee:
   a) Students must submit four (4) copies of their research proposal to the School/Graduate School at least 2 weeks prior to the proposal defence session;
   b) The research proposal should cover the following topics:
      • Chapter 1 Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      • Chapter 2 Literature Review
      • Chapter 3 Research Methodology
        • Research Framework
        • Hypotheses/ Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.
MASTER OF SCIENCE (STRATEGIC STUDIES)

PROGRAMME STRUCTURE

Master of Science (Strategic Studies) is offered by coursework. Students have to fulfil at least 42 credit hours, which comprises the following structure:

CORE COURSES (20 CREDIT HOURS)
GFPP5014 Strategic Philosophy and Thought
GFPP5024 Theories of International Relations
GFPP5034 The Evolution and Development of Strategic Studies
GFPP5044 Application of Strategic Theories in Leadership and Management
GFPP5334 Research Methodology for International Relations

ELECTIVE COURSES (16 CREDIT HOURS)
Choose any 4 courses from the following:

GFPP5064 Managerial Strategy and Approaches
GFPP5074 Strategic Models of Development
GFPP5214 Non-traditional Security Issues
GFPP5224 Contemporary Strategic Issues
GFPP5234 International Political Economy
GFPP5244 The Politics of International Law

PROJECT PAPER (6 CREDIT HOURS)
GFPP6996 Project Paper
MASTER OF ARTS (NATIONHOOD STUDIES)

PROGRAMME STRUCTURE

Master of Arts (Nationhood Studies) is offered by coursework. Students have to fulfil at least 42 credit hours which comprise the following courses:

CORE COURSES (24 CREDIT HOURS)
- GFPP5053 Governance and Civil Society
- GFPP5063 Leadership and Statecraft
- GFPP5073 Malaysian Constitutional and Legal History
- GFPP5083 Nations and Nationalism
- GFPP5093 National Security
- GFPP5333 Research Methodology for International Relations
- GFPP5363 Political Economy
- GFPP5373 Ethics in Theory and Practice

ELECTIVE COURSES (6 CREDIT HOURS)
Choose any two (2) courses from the list below:
- GFET5253 Institutional Economics
- GFPP5103 Colonialism and Independence
- GFPP5113 Communication, Media and Nation Building
- GFPP5123 Comparative Federalism
- GFPP5133 Development Strategies in Nation Building
- GFPP5143 Education, Politics and Policy Making
- GFPP5153 Feminism, Women’s Movements and the State
- GFPP5173 Non-Governmental Organizations and Nation Building
- GFPP5183 Diplomacy
- GFPP5353 Malaysian Pluralism
- GFPP5383 Malaysian Foreign Policy Since Independence
- GFPP5393 Private Enterprise and Development in Malaysia
- GFPY6333 Independent Study

RESEARCH PAPER (12 CREDIT HOURS)
- GFPZ69912 Research Paper
OTHER MASTER’S PROGRAMMES BY RESEARCH

PROGRAMME

1. Master of Arts (International Relations)
2. Master of Arts (Political Science)
3. Master of Arts (Sociology)
4. Master of Science (Tourism Management)

PROGRAMME STRUCTURE

Master of Arts (International Relations), Master of Arts (Political Sciences), and Master of Arts (Sociology) and Master of Science (Tourism Management) are offered by research. Students have to successfully complete the following:

1. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
   a. SZRZ6014 Research Methodology
   b. SCLE6014 Academic Writing

2. Attend at least one (1) colloquium session;

3. Defend a research proposal to a committee:
   a. Students must submit four (4) copies of their research proposal to the School/Graduate School at least two (2) weeks prior to the proposal defence session;
   b. The research proposal should cover the following topics:
      • Chapter 1 Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      • Chapter 2 Literature Review
      • Chapter 3 Research Methodology
         • Research Framework
         • Hypotheses/ Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.
### GUIDE FOR THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

<table>
<thead>
<tr>
<th>THESIS (FULL RESEARCH PROGRAMME)</th>
<th>DISSERTATION (MIXED MODE PROGRAMME)</th>
<th>COURSEWORK PROGRAMME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCTOR OF PHILOSOPHY (PhD)</td>
<td>INDUSTRIAL PhD (D.Mgmt.)</td>
<td>MASTER DBA</td>
</tr>
<tr>
<td>MASTER</td>
<td>DBA</td>
<td>MASTER (12 credit hours)</td>
</tr>
<tr>
<td>RESEARCH PAPER (6 – 9 credit hours)</td>
<td>PROJECT PAPER</td>
<td></td>
</tr>
</tbody>
</table>

#### CONTRIBUTION

- **To methodology**
  - New/extended methodology and/or new/extended theory
  - Applied methodology and/or applied theory

- **To theory**
  - Extended methodology and/or theory applicable to a particular industry
  - Extended/extended methodology and/or extended/appplied theory
  - Applied methodology and/or applied theory

- **Originality**
  - Yes
  - No

- **To practice**
  - Practice or social aspects

- **To social aspects**
  - More towards practice
  - Practice or social aspects

#### SCOPE

- **Sampling**
  - Appropriate to the methods chosen

- **Data analysis**
  - Relevant to objective and hypothesis

- **Scope**
  - Sampling
  - Appropriate to the methods chosen

- **Data analysis**
  - Relevant to objective and hypothesis

- **Scope**
  - Small
<table>
<thead>
<tr>
<th>Evaluation / Assessment</th>
<th>Thesis (Full Research Programme)</th>
<th>Dissertation (Mixed Mode Programme)</th>
<th>Coursework Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal defence</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Number of examiners in proposal defence</td>
<td>2 Internal Examiners</td>
<td>2 Internal Examiners</td>
<td>None</td>
</tr>
<tr>
<td>Viva voce/Final Examinations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of examiners in viva voce</td>
<td>1 Internal Examiner &amp; 1 External Examiner</td>
<td>1 Internal Examiner &amp; 1 External Examiner</td>
<td>At least 1 Internal Examiner</td>
</tr>
<tr>
<td>Note: For UUM staff – 2 External Examiners and no Internal Examiner</td>
<td>Note: For UUM staff – 2 External Examiners and no Internal Examiner</td>
<td>Note: For UUM staff – 2 External Examiners and no Internal Examiner</td>
<td>At least 1 Reviewer</td>
</tr>
<tr>
<td></td>
<td><strong>THESIS (FULL RESEARCH PROGRAMME)</strong></td>
<td><strong>DISSERTATION (MIXED MODE PROGRAMME)</strong></td>
<td><strong>COURSEWORK PROGRAMME</strong></td>
</tr>
<tr>
<td>------------------------</td>
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<td>----------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>DOCTOR OF PHILOSOPHY (PhD)</strong></td>
<td>Thesis Examination Board</td>
<td>Thesis Examination Board</td>
<td>Supervisor (60%) and Internal Examiner (40%)</td>
</tr>
<tr>
<td><strong>INDUSTRIAL PhD (D.Mgmt.)</strong></td>
<td>Thesis Examination Board</td>
<td>Thesis Examination Board</td>
<td>Supervisor – 60% &amp; Reviewer – 40% (except programme offered at SEML where, result is 100% given by supervisor)</td>
</tr>
<tr>
<td><strong>MASTER</strong></td>
<td>Thesis Examination Board</td>
<td>Thesis Examination Board</td>
<td>Master</td>
</tr>
<tr>
<td><strong>DBA</strong></td>
<td>Thesis Examination Board</td>
<td>Thesis Examination Board</td>
<td>Master</td>
</tr>
<tr>
<td><strong>MASTER</strong></td>
<td>Thesis Examination Board</td>
<td>Thesis Examination Board</td>
<td>Master</td>
</tr>
</tbody>
</table>

- Result is given by
- Minimum qualification of examiners
- Doctoral (at least 2 years)
- Doctoral (at least 2 years)
- Doctoral (Exception for Professors/Associate Professors without Doctoral degree)
- Doctoral (at least 2 years)
- Master

**REPORT**

- Pages/words
  - Not exceeding 100k words
  - Not exceeding 100k words
  - Not exceeding 60k words
  - Not exceeding 60k words
  - Not exceeding 45k words
  - Not exceeding 30k words
  - Not exceeding 30k words

- Colour of the thesis cover
  - Maroon
  - Red
  - Green
  - Dark Brown
  - Blue Black
  - Black
  - Black

**RESULT**
### Postgraduate Academic Handbook 2017

#### THESIS (FULL RESEARCH PROGRAMME)

<table>
<thead>
<tr>
<th>DOCTOR OF PHILOSOPHY (PhD)</th>
<th>INDUSTRIAL PhD (D.Mgmt.)</th>
<th>MASTER</th>
<th>DBA</th>
<th>MASTER</th>
<th>RESEARCH PAPER (12 credit hours)</th>
<th>PROJECT PAPER (6 – 9 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Result</td>
<td>• Pass</td>
<td>• Pass</td>
<td>• Pass</td>
<td>• Pass</td>
<td>• High Distinction (90 – 100)</td>
<td>Grade</td>
</tr>
<tr>
<td></td>
<td>• Pass with minor revision</td>
<td>• Pass with minor revision</td>
<td>• Pass with minor revision</td>
<td>• Pass with minor revision</td>
<td>• Distinction (75 – 89)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pass with major revision</td>
<td>• Pass with major revision</td>
<td>• Pass with major revision</td>
<td>• Pass with major revision</td>
<td>• Credit (60 – 74)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reschedule Examination (Reviva)</td>
<td>• Reschedule Examination (Reviva)</td>
<td>• Reschedule Examination (Reviva)</td>
<td>• Reschedule Examination (Reviva)</td>
<td>• Pass (55 – 59)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Master of Philosophy (MPhil.)</td>
<td>• Master of Philosophy (MPhil.)</td>
<td>• Master of Philosophy (MPhil.)</td>
<td>• Master of Philosophy (MPhil.)</td>
<td>• Fail (0 – 54)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fail</td>
<td>• Fail</td>
<td>• Fail</td>
<td>• Fail</td>
<td>• Fail</td>
<td></td>
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</tbody>
</table>

#### PERIOD OF COMPLETION

<table>
<thead>
<tr>
<th>PERIOD OF COMPLETION</th>
<th>DOCTOR OF PHILOSOPHY (PhD)</th>
<th>INDUSTRIAL PhD (D.Mgmt.)</th>
<th>MASTER</th>
<th>DBA</th>
<th>MASTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2 semesters</td>
<td>2 semester</td>
</tr>
<tr>
<td>Maximum</td>
<td>Until maximum period of study</td>
<td>Until maximum period of study</td>
<td>Until maximum period of study</td>
<td>Until maximum period of study</td>
<td>Until maximum period of study</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 semester</td>
<td>1 semester</td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## ACADEMIC CALENDAR FOR TWO (2) SEMESTERS PER ACADEMIC SESSION 2017/2018 (APPLIES IN UUM SINTOK)

<table>
<thead>
<tr>
<th>ACADEMIC CALENDAR</th>
<th>FIRST SEMESTER (A171)</th>
<th>SECOND SEMESTER (A172)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival of new international postgraduate students</td>
<td>27 August 2017 (Sunday)</td>
<td>4 February 2018 (Sunday)</td>
</tr>
<tr>
<td>Fees Payment/ Medical Check-up/Health Insurance for new students (International)</td>
<td>28 – 29 August 2017</td>
<td>5 – 6 February 2018</td>
</tr>
<tr>
<td>Registration of new postgraduate students</td>
<td>30 August 2017</td>
<td>7 February 2018</td>
</tr>
<tr>
<td>Course registration for new postgraduate students</td>
<td>6 – 24 September 2017 (2 weeks)</td>
<td>8 – 25 February 2018 (2 weeks)</td>
</tr>
<tr>
<td>Renewal of registration and course registration for returning postgraduate students</td>
<td>6 – 24 September 2017 (2 weeks)</td>
<td>8 – 25 February 2018 (2 weeks)</td>
</tr>
<tr>
<td><strong>Period of study I</strong></td>
<td><strong>8 September 2017 – 12 October 2017 (5 weeks)</strong></td>
<td><strong>9 February 2018 – 18 May 2018 (14 weeks)</strong></td>
</tr>
<tr>
<td>Last day for full research students to SUBMIT THESIS for examination (without charge)</td>
<td>8 October 2017</td>
<td>12 March 2018</td>
</tr>
<tr>
<td>Last day for students to settle the fees for the current semester</td>
<td>8 October 2017</td>
<td>12 March 2018</td>
</tr>
<tr>
<td>Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)</td>
<td>26 October 2017</td>
<td>28 March 2018</td>
</tr>
<tr>
<td>Mid-semester break</td>
<td>13 -19 October 2017</td>
<td>-</td>
</tr>
<tr>
<td><strong>Period of study II</strong></td>
<td><strong>20 October 2017 – 21 December 2017 (9 weeks)</strong></td>
<td>-</td>
</tr>
<tr>
<td>Last day to WITHDRAW from examination / to apply for deferment of study</td>
<td>14 December 2017</td>
<td>11 May 2018</td>
</tr>
<tr>
<td>Last day to submit Project Paper/ Internship/ Practicum Report</td>
<td>21 December 2017</td>
<td>18 May 2018</td>
</tr>
<tr>
<td>Examination period</td>
<td><strong>22 December 2017 – 11 January 2018 (3 weeks)</strong></td>
<td><strong>19 May 2018 – 9 June 2018 (3 weeks)</strong></td>
</tr>
</tbody>
</table>
Semester break | 12 January 2018 – 8 February 2018 | 10 June 2018 – 1 September 2018  
Last day for lecturers to transmit examination marks | 25 January 2018 (Thursday) | 28 June 2018 (Thursday)  
Release of examination results | 4 February 2018 (Sunday) | 4 July 2018 (Wednesday)  

**PUBLIC HOLIDAYS**

<table>
<thead>
<tr>
<th>FIRST SEMESTER (A171)</th>
<th>SECOND SEMESTER (A172)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 31 August 2017 (Thursday) – Independent Day</td>
<td></td>
</tr>
<tr>
<td>• 1 &amp; 2 September 2017 (Friday &amp; Saturday) – Aidul Adha</td>
<td></td>
</tr>
<tr>
<td>• 16 September 2017 (Saturday) – Malaysia Day</td>
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<tr>
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<td></td>
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<tr>
<td>• 31 January 2018 (Wednesday) - Thaipusam</td>
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<td>• 16 &amp; 17 February 2018 (Friday &amp; Saturday) – Chinese New Year</td>
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</tr>
<tr>
<td>• 29 May 2018 (Tuesday) – Wesak day</td>
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</tbody>
</table>
## POSTGRADUATE ACADEMIC CALENDAR FOR THREE (3) SEMESTERS PER ACADEMIC SESSION 2017/2018
(Applies to UUM Off-Campus Centres)

<table>
<thead>
<tr>
<th>ACADEMIC CALENDAR</th>
<th>FIRST SEMESTER (171)</th>
<th>SECOND SEMESTER (172)</th>
<th>THIRD SEMESTER (173)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of new postgraduate students</td>
<td>10 September 2017</td>
<td>7 January 2018</td>
<td>6 May 2018</td>
</tr>
<tr>
<td>Course registration for new postgraduate students</td>
<td>20 September 2017 – 1 October 2017</td>
<td>11 – 28 January 2018</td>
<td>10 – 27 May 2018</td>
</tr>
<tr>
<td>Renewal of Registration and course registration for returning postgraduate students</td>
<td>20 September 2017 – 1 October 2017</td>
<td>11 – 28 January 2018</td>
<td>10 – 27 May 2018</td>
</tr>
<tr>
<td>Period of study</td>
<td>23 September 2017 – 15 December 2017 (12 weeks)</td>
<td>13 January 2018 – 13 April 2018 (12 weeks)</td>
<td>12 May 2018 – 17 August 2018 (12 weeks)</td>
</tr>
<tr>
<td>Last day for students to settle the fees for current Semester</td>
<td>24 October 2017</td>
<td>13 February 2018</td>
<td>12 June 2018</td>
</tr>
<tr>
<td>Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)</td>
<td>1 November 2017</td>
<td>28 February 2018</td>
<td>27 June 2018</td>
</tr>
<tr>
<td>Last day to WITHDRAW from examination / to apply for deferment of study</td>
<td>8 December 2017</td>
<td>6 April 2018</td>
<td>10 August 2018</td>
</tr>
<tr>
<td>Last day to submit Project Paper/Research Paper/Internship/Practicum Report</td>
<td>15 December 2017</td>
<td>13 April 2018</td>
<td>17 August 2018</td>
</tr>
<tr>
<td>Examination Period</td>
<td>16 – 24 December 2017</td>
<td>14 – 22 April 2018</td>
<td>18 – 26 August 2018</td>
</tr>
<tr>
<td>Last day for lecturer to transmit examination marks</td>
<td>7 January 2018</td>
<td>6 May 2018</td>
<td>9 September 2018</td>
</tr>
<tr>
<td>Release of examination results</td>
<td>10 January 2018</td>
<td>9 May 2018</td>
<td>11 September 2018</td>
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### PUBLIC HOLIDAYS

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