



# **GRADUATE STUDIES REGULATION**

## **COURSEWORK PROGRAMMES**

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## GENERAL PROVISIONS

All graduate students are advised to know and fully understand the Graduate Studies Regulation (Coursework Programme). It is the responsibility of all students to comply with all policies stated in these regulations.

The Senate, as the highest academic body of the University, has the right to amend any of these regulations from time to time when circumstances warrant it. The amendment will be effective from the date it is confirmed by the Senate. All amendments will be binding to current and prospective students.

These regulations bind all students registered under the University: both local and international students, international students who are involved in student exchange programmes, and students of the Cross-campus Programmes from other Public Universities or Private Universities.

Where the jurisdiction of the implementation of these regulations is not specifically stated, it is then in the authority of the Senate. The authority of the Director is stated specifically in certain clauses of these regulations.

## DEFINITION OF KEY TERMS

These regulations are named the UNIMAS Graduate Studies Regulations (Coursework). In these regulations (unless stated otherwise):

**“Academic Offence”** is any violation of the Academic Regulations of Graduate Studies (Coursework) and the Universities and University Colleges Act (UUCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.

**“Academic Punishment”** is a form of disciplinary action taken against students by the *Jawatankuasa Tata tertib Pelajar* (Student Disciplinary Committee) for academic offences.

**“Academic Session”** is the period of study which includes two (2) semesters and one (1) intersession and is known as the University Academic Year.

**“Active Students”** are students who have completed student registration and course registration for the semester.

**“Aegrotat”** is the awarding of a degree to a student whom does not complete the study due to permanent disability, subject to the conditions stated in this rulebook.

**“Assessment”** is a mechanism to measure a student’s academic achievement.

**“Audit Course”** is a course for which a student has registered but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of Cumulative Grade Point Average (CGPA).

**“Centre for Graduate Studies (CGS)”** is the academic entity established in UNIMAS to coordinate all graduate academic activities at UNIMAS.

**“CGPA”** (Cumulative Grade Point Average) is a measure of a student’s academic achievement for the total semesters/intersessions completed.

**“Clean Slate”** is a second chance given to a student to begin a study in the same or a different programme.

**“Continuous Assessment”** is an assessment carried out throughout the course and it includes the different kinds of coursework and final examination.

**“Coordinator”** is an academic staff appointed by the Vice Chancellor to coordinate a graduate programme.

**“Core Courses”** are compulsory courses that must be taken by students in a programme.

**“Course Registration”** is the process of students registering for certain courses in a programme within a determined period.

**“Course”** is a subject offered by each programme and has a specific code.

**“Coursework”** refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the programme.

**“Coursework Programme”** refers to a postgraduate programme with a research component of less than 50% and approved by the Senate.

**“Credit”** is the quantitative measure that represents the volume of learning or academic load to attain the set learning outcomes.

**“Credit Transfer”** is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.

**“Current Students”** are students who have completed at least one (1) semester of study at the University.

**“Dean/Director”** is the head of the Faculty/Institute/Centre appointed by the Vice Chancellor.

**“Deferment of Study”** is a temporary period when a student is allowed to delay or not to follow the programme.

**“Deputy Vice Chancellor (Academic and International)”** is the main University officer who assists the Vice Chancellor in academic affairs.

**“Disciplinary Offence”** is an offence under the Rules of the Universiti Malaysia Sarawak (Student Discipline) 1999.

**“Examination Hall”** is any place/space used for examination purposes.

**“Examination”** is a specific form of evaluation, conducted formally to test a student’s achievement of learning outcomes in terms of knowledge, creativity and understanding of the contents of a taught course. In most cases, examinations are formally organised for the whole class in one sitting in a specific location within a prescribed time period.

**“Faculty Graduate Committee”** refers to a committee set up at the Faculty level and chaired by the Dean/Director to deal with matters concerning graduate studies at the faculty.

**“Faculty”** is the academic entity that offers academic programmes in the university, including any university centres or institutes that offer academic programmes.

**“Failing a Course”** is not achieving the minimum grade set by the University for a Course.

**“Fees”** are payment set by the University for a particular purpose.

**“Full-time Students”** are candidates who register for a complete programme and pay full fees at the time of admission (unless approved otherwise). They are required to attend all necessary courses subject to the stipulated rules and regulations, and complete the programme within a specified period of time.

**“GPA”** (Grade Point Average) is a measure of a student’s academic achievement in a semester.

**“Grade”** is a measurement of a student’s achievement or standing in a course, based on his/her course evaluation.

**“Grade Transfer”** is a course grade approved by the Faculty/Centre to be considered in the GPA and CGPA calculation.

**“Head of Department”** is the academic officer appointed by the Vice Chancellor to head a department in the Faculty.

**“Inactive Students”** are students who have not completed student registration and course registration.

**“Intersession”** is a study period provided during the semester holiday at the end of the academic year.

**“Learning Hours”** is the amount of learning time required to meet the credit requirements.

**“Lecture”** is the learning class of the course.

**“Passing the Course”** is achieving a minimum grade of a course determined by the University.

**“Part-time Students”** are candidates who register (by module or by course) and pay the appropriate amount of fees at the time of registration/enrolment into a programme. They are required to attend all necessary courses subject to the stipulated rules and regulations, and are allowed to complete their studies within a longer period of time.

**“Permanent Disablement”** refers to students whom has loss of the use of his or her limbs, and verified by the Government Medical Officer to be unable to continue his/her study even with certain assistance.

**“Plagiarism”** is the act of using an idea, a word, or a work of another person without proper acknowledgements.

**"Posthumous"** is the awarding of a degree to a student whom does not complete his/her study due to death, subject to the conditions stated in this rulebook.

**"Postponement"** is a temporary period when successful candidates are allowed to delay their initial registrations.

**"Practical"** is a study session in the laboratory/studio or at the field for a course.

**"Programme"** means a Master or Doctoral Degree by coursework, either as full-time or part-time programmes offered by the Faculty.

**"Recurring Fee"** is the annual fee paid by students to cover their insurance, medical and in-campus transportation services.

**"Regulations"** are regulations governing the graduate studies.

**"Semester"** is a period determined by the Senate for teaching and learning activities.

**"Senate"** is the highest academic body of the University with the right to control and to provide general instruction on teaching, research and examination, and the award of degrees, diplomas, certificates and other academic distinctions.

**"Student Disciplinary Committee"** is a committee chaired by the Deputy Vice Chancellor (Student Affairs and Alumni) and comprises the Deans of the Faculty/Centre. The Committee discusses cases of students who violate the academic regulations and Universities and University Colleges Act (UCCA), 1971 (Amended 2012) and Rules of Universiti Malaysia Sarawak (Discipline of Students) 1999.

**"Student Registration"** is the process of students registering for a programme in any semester/intersession and paying tuition fee within a stipulated period.

**"Student"** is a person who has completed student registration at the University.

**"University Graduate Committee"** (UGC) refers to the Graduate Committee chaired by Deputy Vice-Chancellor (Academic and International) and comprises the Deans/Directors of Faculties/Institutes/Centres which offer graduate programmes.

**"University"** is the Universiti Malaysia Sarawak.

## REGULATIONS FOR GRADUATE PROGRAMMES VIA COURSEWORK

- No. of Regulation (Peraturan)**
- Review (Kemaskini)**
- 1.0 ACADEMIC SESSION**
- 1.1 The University Academic Session is based on respective programme being offered and may follow one of the followings:
- a) two (2) semesters of seventeen (17) weeks each and an intersession of eight (8) weeks or
  - b) three (3) semesters of fourteen (14) weeks (Trimester) or
  - c) based on professional bodies such as medical programmes
- 1.2 Lecture week is based on the programme academic calendar.
- 2.0 STUDENT REGISTRATION**
- 2.1 Semester Registration**
- 2.1.1 Student must complete semester registration for every semester/intersession during the period determined by the University.
- 2.1.2 **The semester registration is compulsory and students are fully responsible** to register online.
- 2.1.3 A student who failed to register without valid reasons shall be suspended for that semester/intersession. The student must register for the following semester/intersession within the specified period. Student candidature will be terminated if they failed to register.
- 2.1.4 Registration without penalty:
- |              |            |
|--------------|------------|
| Semester     | Week 1 & 2 |
| Intersession | Week 1     |
- 2.1.5 Late registration **with penalty of RM200.00.**
- |              |                   |
|--------------|-------------------|
| Semester     | Week 3 and week 4 |
| Intersession | Week 2            |
- 2.1.6 Student who has deferred/has been suspended from the study must register in the following semester/intersession.
- 2.1.7 The registration process is considered complete when the student has paid all fees for the semester/intersession and completed the online registration as student and also for the courses offered.

2.1.8 Students are responsible to inform the University of any changes to their personal information from time to time for the purpose of updating their personal data and records

## 2.2 Course Registration

2.2.1 **Course registration is compulsory and student is fully responsible** to register online for the courses to be taken in each semester/intersession.

2.2.2 Students must print the registration slip to verify courses taken and notify CGS for any mistake by the end of Week 4 of any semester or by the end of Week 2 of Intersession.

2.2.3 Students can only register for the courses offered in a particular semester according to the programme curriculum structure.

## 2.3 Adding/Dropping Course

2.3.1 Adding and Dropping Courses without penalty.

Semester	Week 1 & 2
Intersession	Week 1

2.3.2 Adding and/or dropping of courses with penalty of **RM200.00/course**.

Semester	Week 3 & 4
Intersession	Week 2

2.3.3 Adding and/or dropping of courses after the penalty period is **not permitted**.

2.3.4 Application to add/drop courses must be submitted to the Director of CGS through Faculty/Centre

## 3.0 CREDIT SYSTEM

### 3.1 Credit Value

Each course has a credit value based on learning hours as stated in the Malaysian Qualification Framework (MQF).

## 4.0 CREDIT TRANSFER

### 4.1 Credit Transfer

Credit Transfer is applicable to students who fulfilled the following requirements:

- i) The student has successfully completed a degree programme or equivalent from other institutions;
- ii) Minimum of grade B or higher must be obtained; and
- iii) The grade was obtained within the last five (5) years.

OR

- i) Obtained APEL.C in relevant field as approved by Senate.



- 4.2 Student must apply for credit transfer and decision is subject to the Faculty/Centre's endorsement and CGS Director's approval.
- 4.3 Maximum credits allowed for the transfer is twelve (12) credits.
- 4.4 Application for credit transfer must be made within the first two (2) weeks of lecture and must be supported by official academic transcripts and complete syllabus/course contents of the relevant courses.
- 4.5 The credits for courses approved for credit transfer will be accounted for in the total number of credit hours taken.
- 4.6 Transferred credits are considered for graduation purposes but not included in the calculation of the GPA and CGPA.

## 5.0 GRADE TRANSFER

- 5.1 Grade Transfer is applicable to student who changes the study programmes within the University and/or for student who participates in the mobility programme.
- 5.2 Student must apply for grade transfer and decision is subject to the Faculty/Centre's endorsement and CGS Director's approval.
- 5.3 The approved grade transfer is taken into account in the calculation of the students' GPA and CGPA.

## 6.0 TOTAL CREDIT FOR A PROGRAMME

- 6.1 Students must complete the minimum credit required by the programme to graduate.
- 6.2 Students may take Additional Courses (*KT*) in addition to the minimum total credits required to graduate and will be **charged per credit** (Refer to **Appendix 1**).

## 7.0 STUDY DURATION

- 7.1 Study duration varies according to the respective programmes.
- 7.2 Master Programmes  
Generally, the study duration\* is between:
  - i) 1 year (min) and 4 years (max) for the full-time mode
  - ii) 2 years (min) and 6 years (max) for the part-time mode
 \* *Refer to the respective programme for actual study duration*
- 7.3 Doctoral Programmes  
Generally, the study duration\* is between:
  - i) 3 years (min) and 6 years (max) for the full-time mode
  - ii) 4 years (min) and 8 years (max) for the part-time mode
 \* *Refer to the respective programme for actual study duration*
- 7.4 Postgraduate Diploma Programmes  
The study duration is between:
  - i) 1 year (min) and 2 years (max) for the full-time mode
  - ii) 2 years (min) and 3 years (max) for the part-time mode
 (*Endorsed by Senate Meeting No 05/2019 181 on 28 May 2019*)
- 7.5 Student will be given Failed and Terminated status if the maximum study duration is exceeded.

- 7.6 Any application to extend the maximum duration of a study is not allowed.
- 7.7 Deferment of study period is considered as part of the study duration except for a deferment due to medical reasons or when the courses are not offered in the semester (Refer to Article 13.3).

## 8.0 EVALUATION SYSTEM

### 8.1 Evaluation Methods

- 8.1.1 Course evaluation is usually made in progression through various assessment methods (written/oral/clinical).
- 8.1.2 Faculty/Centre will decide on the evaluation based on the respective programme Academic Calendar.

### 8.2 Grade Classification

- 8.2.1 Course evaluation without grades are classified as follows:

#### **L/G (*Lulus/Gagal* – Pass/Fail)**

This is given to courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation.

#### **U (Audit)**

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The “U” classification

#### **KK (*Kes Gangguan Kesehatan* – Health Disturbances)**

This is given to a student who is unable to continue a study due to medical reasons validated by a registered medical practitioner.

#### **TD (*Tarik Diri* – Withdraw)**

This is given to a student who has been approved to voluntarily withdraw from a study at UNIMAS.

#### **KT (*Kursus Tambahan* – Additional Course)**

This classification is given to additional course taken by a student in addition to the compulsory courses. The student must go through the course and evaluations. The grade point for additional ~~this~~ course will be included in the calculation of GPA and CGPA but the total number of credit hours for the this course will not be taken into account for the purpose of degree conferment.

#### **TRn (*Kursus Ulangan* – Repeated Course)**

This classification is given to student who has repeated a failed course. Only the **latest credits and grade points** for the Repeated Course are taken into account in the calculation of the GPA and CGPA. The ‘n’ after the code R indicates the number of times the course has been repeated.

**KBn (*Kursus Baiki* – Improved Course)**

This classification is for courses which have been re-taken for the purpose of grade improvement. The **best grade** will be counted into account in the calculation of the GPA and CGPA. The ‘n’ after KB indicates the number of times the course has been taken for grade improvement.

**PK (*Pindah Kredit* – Credit Transfer)**

This classification is given for courses which have been endorsed for credit transfer by the Dean of the Faculty

**PG (*Pindah Gred* – Grade Transfer)**

This classification is given for courses which have been endorsed for grade transfer by the Dean of the Faculty

\* All classification will appear in the examination slip and academic transcript.

8.2.2 The grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Level of Achievement
A	80 – 100	4.00	Pass with Distinction
A-	75 – 79	3.67	
B+	70 – 74	3.33	Pass with Credit
B	65 – 69	3.00	
B-	60 – 64	2.67	
C+	55 – 59	2.33	Fail
C	50 – 54	2.00	
C-	45 – 49	1.67	
D	40 – 44	1.00	
F	< 40	0.00	

**8.3 Result Evaluation**

8.3.1 Student academic performance in the semester/intersession is based on the Grade Point Average (GPA). The student’s overall performance in a programme is based on the Cumulative Grade Point Average (CGPA). The method in calculating the GPA and CGPA is as follows:

#### Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

#### Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{The sum of all grade points accumulated to date}}{\text{The sum of all the credits taken to date}}$$

### 8.4 Appeal to Review Course Grade

- 8.4.1 An appeal to review a course grade should be submitted to the Faculty/Centre Dean within one (1) week after the result approval by the Senate.
- 8.4.2 The appeal should be accompanied by a payment of **RM50.00** per course (**non-refundable**).
- 8.4.3 Result given is **final** and no further appeal will be entertained after Senate's approval.
- 8.4.4 Upon review, the new mark/grade will replace the previous mark/grade if applicable and the CGPA will be revised accordingly.

### 8.5 Postponement of Evaluation

- 8.5.1 Student who is having problems such as health related problem during a course evaluation may apply to the Faculty for postponement of the evaluation. The application should be made not later than forty-eight (48) hours after the evaluation has been conducted.
- 8.5.2 An application to postpone a course evaluation due to health reason should be accompanied by a certified medical report.
- 8.5.3 Course evaluation replacement will be determined based on the merits of specific cases.

### 8.6 Announcement of Academic Result

- 8.6.1 Student will be notified of the academic result every semester in the period determined by the University.
- 8.6.2 The academic result will be available online.
- 8.6.3 Refer to Article 8.4 for any review of the result.

## 9.0 ACADEMIC STATUS

### 9.1 Student can be given the following status:

#### 9.1.1 **Lulus (L) – Pass**

Students are given the Pass (L) status and are allowed to continue their studies if they obtained a CGPA of 3.00 or higher.

#### 9.1.2 **Lulus Mengulang Kursus (LMK) – Pass but Required to Repeat Failed Courses**

Students are given the status **Pass but Required to Repeat Failed Courses (LMK)** if they obtained a **CGPA of 3.00 or**

**higher** but **Failed** in any of the courses taken and they are required to repeat the course.

9.1.3 **Lulus Bersyarat (LB) – Conditional Pass**

Students are given the Conditional Pass status if they **obtained a CGPA between 2.67 and 2.99**. The students must improve their CGPA to **3.00 or higher** in the following semester.

9.1.4 **Gagal dan Diberhentikan (GB) – Failed and Terminated**

Students will be given the **Failed and Terminated (GB)** status if they:

- a) Obtained a **CGPA of less than 2.67** in any semester; or
- b) Failed to improve their CGPA to 3.00 or higher after obtaining the **Conditional Pass** status in the previous semester; or

**9.2** Continuing Study after Obtaining Failed and Terminated (GB) Status

19.2.1 Student who has been given the (GB status may be allowed to continue the study on Clean Slate basis.

*\*Senate Bil.05/2018--172*

**9.3** Repeating Failed Courses

9.3.1 Students will **be charged per credit** for any repeated course (Refer to Appendix 1).

9.3.2 If the failed course is no longer offered, student can replace it by taking another course in the same category as determined by the faculty.

9.3.3 For each repeated course, the latest grade will be taken into account for the GPA and CGPA calculation. Other grades are stated as for records only.

9.3.4 Student who has completed the required number of credits to graduate but failed additional course taken are not required to repeat the course. However, the credits and the grade for the failed course will be considered in the GPA and CGPA calculation.

**9.4** Improving Grade/CGPA

9.4.1 A student may repeat a course which he/she has passed in order to improve the grade of the course, subject to the Faculty/Centre's approval.

9.4.2 A student may repeat a course until he/she obtains a grade with which he/she is satisfied within the maximum pre-determined duration of study.

9.4.3 The best grade will be taken into account in the calculation of the students' GPA and CGPA.

9.4.4 The student will be charged per credit for each time a course is repeated.

## **10.0 ACADEMIC ETHICS**

- 10.1** Disciplinary action will be taken upon student who is found guilty of copying or using others' work without acknowledgement in their work (plagiarism).
- 10.2** Student who violates the University's regulations and found guilty by the Student Disciplinary Committee (Academic) can be punished according to the Universities and **University Colleges Act (UCA), 1971 (Amended 2012) and the Universiti Malaysia Sarawak (Discipline of Students) Rules 1999.**
- 10.3** Students must comply to the Peraturan Kecil Penilaian Fakulti in force.

## **11.0 DEFERMENT OF STUDY**

- 11.1** Registered student may defer their study with the approval from the Director of CGS.
- 11.2** Application for a deferment of study must be made within a period of four (4) weeks at the beginning of a semester and two (2) weeks for Intersession
- 11.3** Application to defer after this period will not be considered except for health reasons
  - 11.3.1** Student who is having health problems and unhealthy for a long period of time may apply for semester deferment to the Director of CGS through the Faculty/Centre. In such cases, verification from a registered medical practitioner is required. In the case of mental problems, approval to register again is subject to the verification from a registered medical practitioner as approved by the University.
- 11.4** Students who have been given a deferment of study will lose their status as University students during the deferment period, and therefore will not be allowed to use the University facilities. However, they may continue to have informal consultations with their lecturer(s) about the programme.
- 11.5** The duration of the deferment will be taken into account in the student's maximum duration of study except for health reasons or in the case where the course is not offered in the semester.
- 11.6** A deferment period shall not exceed one (1) academic session (cumulative) throughout the entire study period.
- 11.7** Students who has been granted permission to defer the study, but has paid the tuition fees for the semester will be eligible for refund of fees according to the rate determined by the University (Refer to **Appendix 2**).

## **12.0 SUSPENSION OF STUDY**

- 12.1** A student who does not register or does not apply for deferment of study by the end of the registration period will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so and does not apply for a deferment of

study in the following semester, the student will be given the Failed and Terminated status.

- 12.2** The duration of the suspension of study is taken into account in the overall calculation of the student's maximum duration of study.

### **13.0 TERMINATION OF STUDY**

- 13.1** A student may be terminated from study at any time by the University in the event that the student:

- i) has exceeded the maximum duration of study; OR
- ii) has failed to re-register within the specified period after being given a suspension status in the previous semester; OR
- iii) has obtained CGPA less than 2.67 in any semester; OR
- iv) has been deemed medically unfit for further studies in the University, as certified by a Medical Board selected by the University; OR
- v) has been found guilty of committing academic offences by the Student Disciplinary Committee.

- 13.2** Right to Appeal

A student has the right to appeal in writing to the Director of CGS against decision made by the University related to his/her termination of study within one (1) month from the termination notice through the Faculty/Centre.

Appeals against termination for academic offences (Refer to Article 13.1 (v) above which is to be read with the Universities and University Colleges Act 1971 and Universiti Malaysia Sarawak (Discipline of Students) Rules 1999) should be made to the Vice Chancellor.

- 13.3** No refund of fees will be given to student who has been terminated from his/her study.

### **14.0 CHANGE OF STUDY MODE**

- 14.1** Local students are permitted to change their mode of study from full time to part time and vice versa only ONCE during their entire period of study.

- 14.2** This is permitted at any time during the minimum period of study. The remaining period of study upon this change will depend on the current study mode.

- 14.3** Application for change of study mode must be made to the Director of CGS through the Faculty/Centre.

### **15.0 CHANGE OF STUDY PROGRAMME**

- 15.1** A student may apply to change the study programme if the student has met the following conditions:

- i) the student has completed one (1) semester of study;

- ii) the student has obtained a CGPA of at least 3.00;
- iii) subject to the availability in the new programme applied for and the student has obtained approval from the new Faculty/Centre.

**15.2** Permission to change programmes within the same Faculty and the intended semester registration for the new programme is subject to the Faculty/Centre.

**15.3** The evaluation grades for courses which the student has taken earlier are void except for courses which have been approved for grade transfer by the new Faculty/Centre.

**15.4** Application for a change of study programme should be made by the end of the first (1<sup>st</sup>) week of lecture in a semester. Applications made after the first (1<sup>st</sup>) week of lecture will be considered for the following semester.

**15.5** On approval of the Faculty/Centre, student may apply for a change of study programme from the Director of CGS.

**15.6** The maximum study period will be considered from the initial registration period as student.

## **16.0 CHANGE OF FACULTY**

**16.1** A student who has confirmed registration in a Faculty is **NOT ALLOWED** to change Faculty except under the following conditions:

- i) the student has completed one (1) semester of study;
- ii) the student has obtained a CGPA of at least 3.00;
- iii) subject to availability in the programme applied for; and
- iv) the student has obtained approval from the new Faculty and has been released from the original Faculty.

**16.2** The evaluation grades for courses which the student has taken earlier are void except for courses which been approved for grade transfer by the new Faculty/Centre.

**16.3** Application for a change of faculty should be made by the end of the first (1<sup>st</sup>) week of lecture in a semester. Applications made after the first (1<sup>st</sup>) week of lecture will be considered for the following semester.

**16.4** **Application for grade transfer must be made to the Director of CGS through the Faculty/Centre.**

## **17.0 CHANGE OF UNIVERSITY**

A student who has confirmed registration in a specific programme at Universiti Malaysia Sarawak is **NOT ALLOWED** to change programme to other universities. If the student wants to register in other university the student must apply for withdrawal. Withdrawal should be made to the Director of CGS through Faculty/Centre.



## 18.0 APPEAL TO CONTINUE STUDY

- 18.1 Students who have been terminated from their study can submit an appeal against the decision and apply to continue their studies (Refer to Article 13.2).
- 18.2 Each appeal must be submitted together with a non-refundable RM50.00 payment.
- 18.3 A student whose appeal is approved by Senate will be imposed a processing fee of RM250.00 to reactivate his/her candidature.

## 19.0 WITHDRAWAL FROM PROGRAMME OF STUDY

- 19.1 A student can withdraw from a programme by applying in writing to the Director of CGS through the Faculty/Centre.
- 19.2 Students who has been granted permission to withdraw from the programme of study, but have paid the tuition fees for the semester will receive refund according to the rate determined by the University (Refer to **Appendix 2**).

## 20.0 CONFERMENT OF DEGREE

- 20.1 A student must fulfil the following requirements to graduate and to be awarded a **Degree**:
- a) **Pass all the required courses** for the programme within the stipulated period;
  - b) **Achieve a minimum CGPA of 3.00;**
  - c) Accumulate the total credits required to graduate as specified by the Senate;
  - d) Meet all the requirements of the Academic Regulations for the programme of study;
  - e) Recommended to be awarded the said degree by the University Graduate Committee (UGC) and endorsed by the Senate;
  - f) Fulfil other terms and conditions for the conferment of the degree set by the Senate. The classified terms and conditions for the conferment of the degree are based on the discretion of the Senate.

*Endorsed by Senate Meeting No 05/2019 181 on 28 May 2019)*

- 20.2 An application to reprint a replacement certificate can be made formally to the Director of CGS by providing:
- a) A written application
  - b) A payment receipt for RM200.00
- 20.3 An application to reprint an academic transcript can be made formally to the Director of CGS by providing:
- a) A written application
  - b) A payment receipt for RM100.00 per version

**20.4** The awarding of aegrotat and posthumously (posthumous) academic degree is subject to the following conditions:

- i) Student has met at least 75% of their graduation requirements in their study programme; OR
- ii) Student has obtained a Pass Status (L) in the last semester before death or permanent disablement; OR
- iii) Students has obtained CGPA 3.00 and above in each semester throughout their study period.

**20.4.1 Application that does not meet the criteria in 20.4 (i) and (ii) may be considered for the conferment of degree subject to Senate approval.**

(endorsed by Senate Meeting No 08/2018-175 on 15<sup>th</sup> October 2018)

## **21.0 FEES PAYMENT**

**21.1** Students are required to pay the stipulated fees in full before or at the time of registration.

**21.2** Tuition fees are payable on a semester/intersession basis.

**21.3** Additional fees or payments may be charged for specific services, such as late registration, library fines, special courses and field trips.

**21.4** Recurring fees will be charged to the students annually to cover their insurance, medical and in-campus transportation services.

**21.5** All fees, which are non-transferable are to be paid accordingly.

**21.6** Student who has completed tuition fee payment but has to enroll for courses will be charged Maintenance Fee of RM182 per year.

**21.7** The University has the right to review the fee structure and to impose any additional fees or payments for services rendered and any monies owing to the university.

### APPENDIX 1 : Per Credit Charge

Programme	Local (RM)	International (RM)
Corporate Master in Business Administration	494	654
Doctor of Business Administration	494	654
Master of Science in Learning Sciences	387	542
Master of Science in Human Resource Development	475	619
Master of Science in Counselling	400	570
Master of Science in Occupational Safety and Health	150	200
Master in Advanced Information Technology	380	540
Master in Information Technology Management	450	600
Master in Computer Science	450	600
Master in Environmental Science (Land Use and Water Resource Management)	380	540
Master of Science in Sustainable Aquaculture	450	575
Master in Environmental Management (Development Planning)	380	540
Master of Engineering in Civil Engineering	371	711
Master of Engineering in Communication Systems	435	700 (Normal Semester) 800 (Trimester)
Master of Engineering in Mechanical Engineering	435	700
Master of Engineering in Energy and Environment	650	900
Master of Science in Engineering Management	450	750
Master in Public Health	191	472
Master in Orthopaedic Surgery	177	708
Master in Nursing Education		
Doctor in Public Health	211	525
Master of Science Construction Design Management	400	600
Postgraduate Diploma in Higher Education Teaching and Learning (PgDip HETL)	417	685

\*Excluding Recurring and Non-recurring Fees

## APPENDIX 2 :

### Fee Refund Table

Lecture Week	Rate
Week 1 – Week 2	75%
Week 3 – Week 4	50%
After Week 4	0%

## APPENDIX 3

### Medical Profesional Reexamination Fees

Programme	FEE (RM)
Master of Public Health	750.00
Doctor in Public Health	750.00
Doctor in Public Health Dissertation Reexamination	750.00

(endorsed by Senate Meeting No 09/2018-176 on 23 November 2018)