



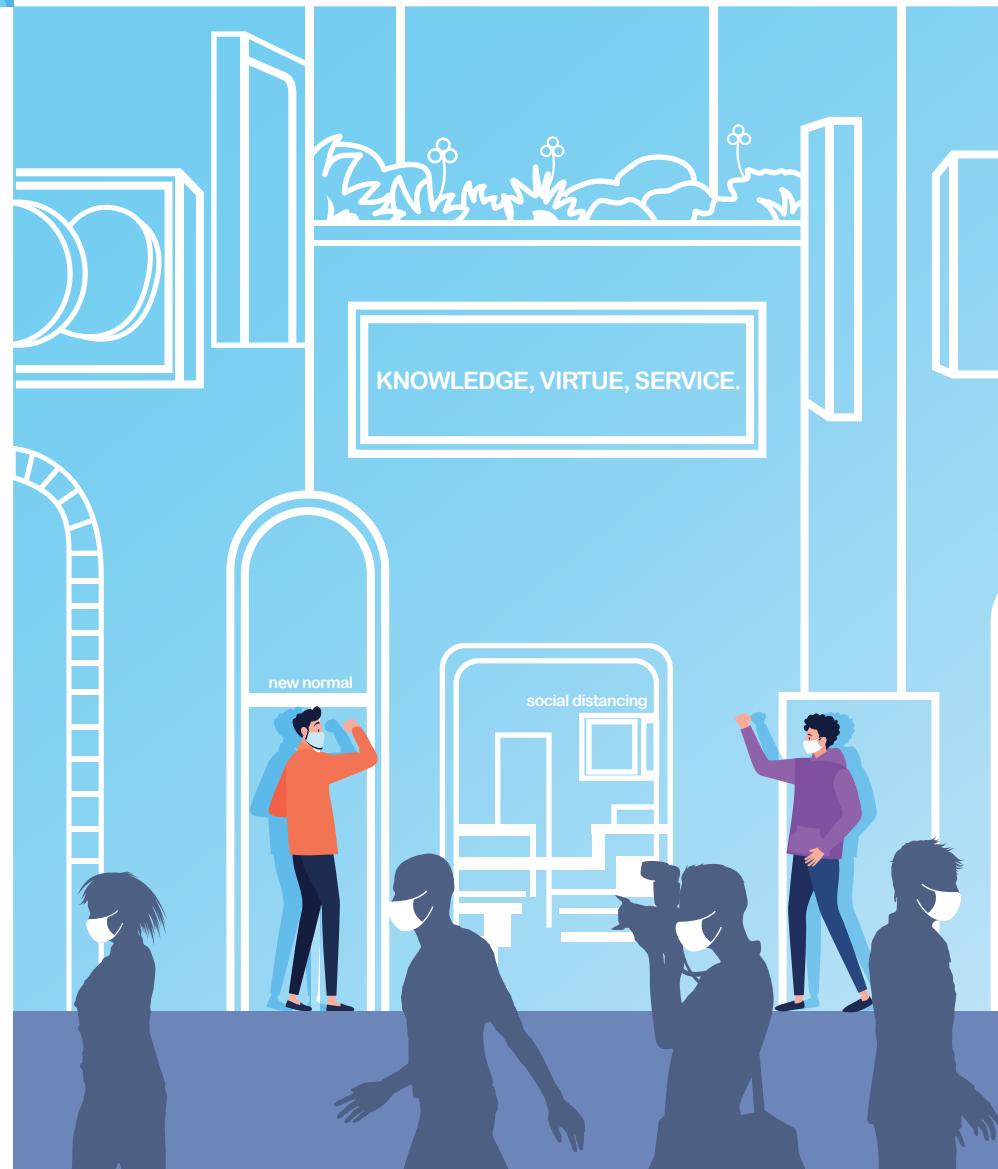
UUM
Universiti Utara Malaysia

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Postgraduate.

Academic Handbook

2020
2021
SESSION



A Year to
Remember



POSTGRADUATE ACADEMIC HANDBOOK

2020/2021 SESSION



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Section 1:

About UUM





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 36 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 36 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.
4. Generating/Creating Wealth.



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

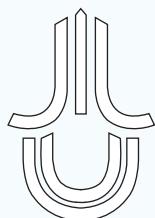
DESIGN

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



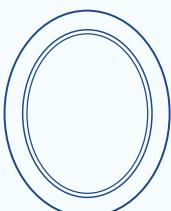
First: The shield which is shaped like the nib of a pen symbolises UUM as an institution of education and knowledge. The nib of the pen also symbolises the proactive nature of knowledge. The University does not only formulate knowledge, but also disseminates knowledge through teaching, research, consultation,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



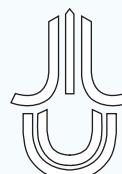
Fifth: The yellow colour within the oval lines and around the shield represents the campus community's loyalty to the King and nation.



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



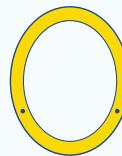
Seventh: The blue colour represents solidarity among the members of the campus community.



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.



Section 2

Administrative Information





GENERAL ADMISSION REQUIREMENT

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) a bachelor's Degree with CGPA of at least 3.67/First Class or equivalent from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate and pass the interview conducted by the Postgraduate Committee; **or**
- c) any other equivalent qualifications recognised by the University Senate; **and**
- d) 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) a bachelor's Degree with CGPA of at least 3.67/First Class or equivalent from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate and pass the interview conducted by the Postgraduate Committee; **or**
- c) any other equivalent qualifications recognised by the University Senate; **and**
- d) 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.

4. DOCTOR OF EDUCATION

Applicants for the Doctor of Education (Ed.D) programme must possess:

- a) Master's Degree or its equivalent from any accredited Higher Learning Institutions approved by the UUM Senate with CGPA 3.00 and above; **or**
- b) Other qualifications as approved by the University Senate **and**
- c) Professional requirement (Diploma in Education or Teaching certificate).



International Applicant

Applicants must fulfil one of these requirements:

- a) Test of English as a Foreign Language (TOEFL) with minimum marks of 500, **or**
- b) International English Language Testing Services (IELTS) with minimum band of 5.5 in all the components, **or**
- c) MUET with at least Band 3 and above, **or**
- d) Other requirements approved 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

ENGLISH LANGUAGE REQUIREMENT FOR POSTGRADUATE STUDENTS

- A. All international candidates should meet any one of the following English language requirements set by the University before they are accepted for admission.
1. Satisfy **any one** of the following English language assessments *with* the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduates during the study:
 - a) TOEFL score of between 477 to 549 for Paper Based Test
 - b) TOEFL score between 53 to 79 for Internet Based Test
 - c) IELTS of Band 5.5
 - d) MUET of Band 3.0
 - e) Cambridge English Advanced Test score of between 162 to 168
 - f) Pearson Test of English Academic score of between 42 to 49
 2. Satisfy **any one** of the following English language assessments *without* the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduate during the study:
 - a) TOEFL Score of 550 and above in the Paper Based Test
 - b) TOEFL Score of 80 and above in the Internet Based Test
 - c) IELTS of Band 6.0 and above
 - d) MUET of Band 4.0 and above
 - e) Cambridge English Advanced Test score of 169 and above
 - f) Pearson Test of English Academic score of 50 and above
- B. Exemption for meeting the above English Language requirement are given to candidates with any of the following qualifications:
- a) Obtain a degree from any institutions with English language Education System
 - b) Obtain a degree from any Public University in Malaysia with English as a language of instruction
 - c) Obtain a degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR)
- C. Students who do not meet any of the above English language requirement will not be allowed to register for courses or continue with their programme of study. They may attend the **Intensive Language Course for International Students** that will prepare and assist them for their MUET examination.



ACADEMIC STRUCTURE

The academic structure at UUM is based on the trimester system, which provides flexibility for interdisciplinary programmes. Each academic session consist of **three trimesters** (September, January and May).

PROGRAMME DURATION

Programme	Programme Structure	Full-time		Part-time	
		Minimum	Maximum	Minimum	Maximum
Postgraduate Diploma	By Coursework	2 trimesters	4 trimesters	4 trimesters	6 trimesters
Master	By Coursework (Coursework only or with Project Paper)	3 trimesters	9 Trimesters	5 trimesters	15 Trimesters
	By Coursework (with Research Paper)	3 trimesters	9 Trimesters	5 trimesters	15 Trimesters
	By Mixed mode	3 trimesters	9 Trimesters	5 trimesters	15 Trimesters
	By Research	2 years [six (6) trimesters]	3 years [nine (9) trimesters]	3 years [nine (9) trimesters]	5 years [fifteen (15) trimesters]
Doctoral	By Mixed mode	3 years [nine (9) trimesters]	5 years [fifteen (15) trimesters]	4 years [twelve (12) trimesters]	7 years [twenty one (21) trimesters]
	By Research	3 years [nine (9) trimesters]	5 years [fifteen (15) trimesters]	4 years [twelve (12) trimesters]	7 years [twenty one (21) trimesters]



POSTGRADUATE PROGRAMME STRUCTURE

a) **Coursework**

Students are required to attend lectures and tutorials for the duration of twelve (12) to fourteen (14) weeks per trimester. 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 27 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 meet any of the above English language requirement will not be allowed to register for courses or continue with their programme of study. They may attend the Intensive Language Course for International Students that will prepare and assist them for their MUET examination.

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>) 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 trimester registration (activate student's status);**
2. **Registration of courses; and**
3. **Payment of fees in the current trimester.**



TERMS AND CONDITIONS OF ENROLMENT

NEW TRIMESTER REGISTRATION

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

New trimester 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 trimester. 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 trimester). 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 produced 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.
- g) for Doctor of Business Administration (DBA) candidates:
 - (i) They shall produce at least one (1) case study or 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)
(ii) The article or case study is produced individually or can be co-authored only with and consented by the supervisor(s).
(iii) The article or case study accepted or published must be based on the DBA candidate's research topic.
(iv) The article or case study must be accepted or published during the candidacy.
(v) The article or case study must be accepted or published before a viva-voce session.



h) for Doctor of Management (D.Mgmt) candidates:

- (i) They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
 - Option A: Publish at least one (1) case study;
 - Option B: Produce at least one (1) article, which is published in a refereed journal
 - Option C: Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM
- (ii) The article or case study product is produced individually or can be co-authored only with and consented by the supervisor(s).
- (iii) The article or case study accepted or published must be based on the D.Mgmt candidate's research topic.
- (iv) The patented product must be the output from the D.Mgmt candidate's research topic.
- (v) The article or case study must be accepted or published during the candidacy.
- (vi) The article or case study must be accepted or published before a viva-voce session.
- (vii) The patented product must be registered during the candidacy or before the viva voce session.

TERMINATION OF STUDY

Students who have obtained an unsatisfactory academic report or have violated the Universities and University Colleges Act and other related acts will be terminated from the University.



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.

	Type of Illness/Disease	Example	Implications
1.	<ul style="list-style-type: none">• Contagious• Expected to recover within a long period of time• High treatment costs	<ul style="list-style-type: none">• HIV• Hepatitis B• Hepatitis C	Not accepted to be registered as students
2.	<ul style="list-style-type: none">• Contagious• Expected to recover with treatment within some period of time	<ul style="list-style-type: none">• Tuberculosis	Defer registration until recover (not more than 2 semesters)
3.	<ul style="list-style-type: none">• Contagious• Expected to recover within a short period of time	<ul style="list-style-type: none">• Malaria• Typhoid• Syphilis	Accepted to register and have to undergo treatment
4.	<ul style="list-style-type: none">• Other illnesses considered to be endemic by the Ministry of Health of Malaysia	<ul style="list-style-type: none">• Japanese Encephalitis• SARS• Avian flu	Not accepted to be registered as students



POSTGRADUATE STUDENTS' 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.

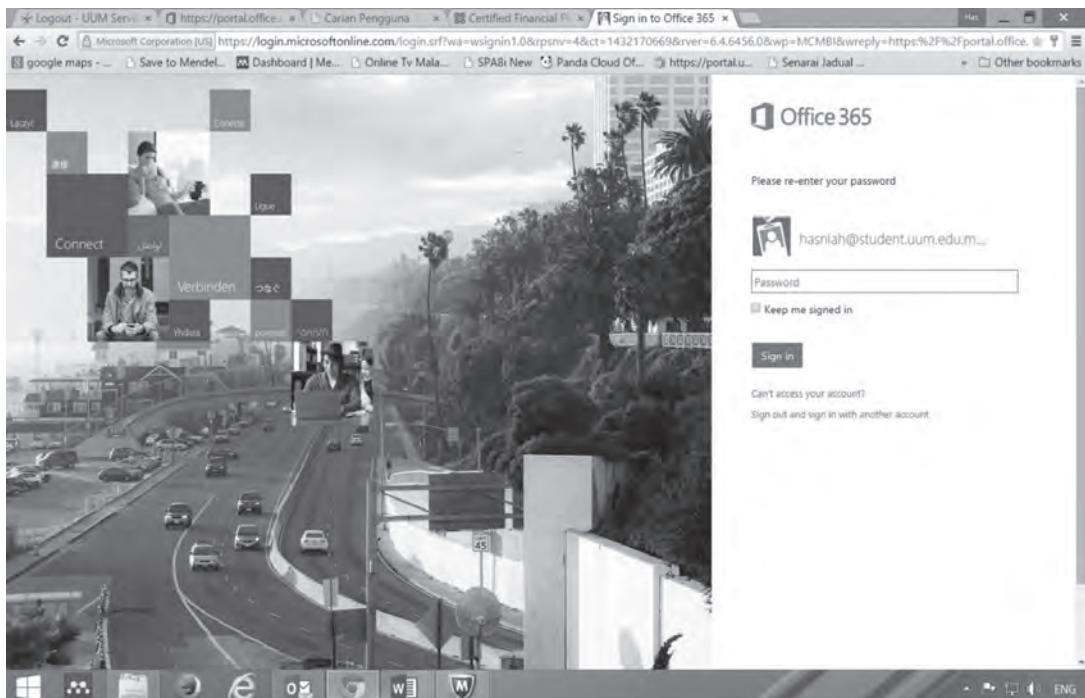
1. Log in to UUM Email (<https://outlook.com/student.uum.edu.my>)
2. Enter your email account and enter the password provided to you. If this is your first time that you are entering the password, you will be asked to change it.



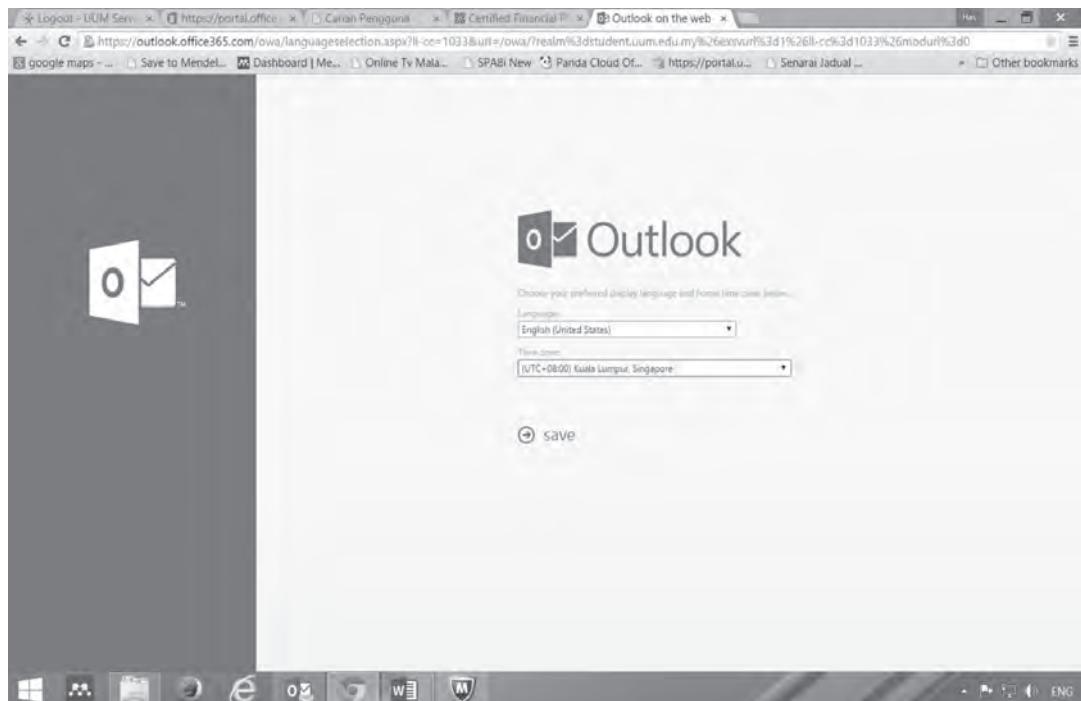
3. The screen below will be displayed.
4. Update your password. You now have the opportunity to enter your New Password and Confirm New Password. Click on Submit to continue



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.

The screenshot shows the Microsoft Outlook 365 interface. The top navigation bar includes links for Logout, Canan Pengguna, Certified Financial, hasniah - Outlook, google maps, Save to Mendeley, Dashboard | Me..., Online TV Mala..., SPAbi New, Panda Cloud Of..., https://portal.u..., Senarai Jadual..., and Other bookmarks. The main window displays the inbox with the following messages:

- School Of Economics, Finance and SEFB - PERUBAHAN MAASA JAM 2 PETANG - I SCHOOL OF ECONOMICS, FINANCE AND BANKING - [REDACTED] (9Ma)
- School Of Economics, Finance and EGFR - FORUM GST II PEMANTAUAN C [REDACTED] SCHOOL OF ECONOMICS, FINANCE AND BANKING - [REDACTED] (9Ma)
- School Of Economics, Finance and EGFI - PERMINTAAN PENULISAN AF [REDACTED] SCHOOL OF ECONOMICS, FINANCE AND BANKING - [REDACTED] (9Ma)
- Unit Komunikasi Korporat - Nabi Cikgu Raamit Mokmal Penyelidikan [REDACTED] 21 MEI 2013 / 01 SYAWAL 1434H [REDACTED] (9Ma)
- Unit Komunikasi Korporat - National Seminar On Risks To Enterprise Risk [REDACTED] 21 MAY 2013 / 3 SYAWAL 1434H [REDACTED] (9Ma)
- CAS - Pusat Pengajian Pengkajian PENGJUITAN OSCD DALAM MEMANTAPKAN [REDACTED] 21 Mei 2013 / 1 Syabab 1436H [REDACTED] (9Ma)
- Unit Komunikasi Korporat - 10 PAGE INI REMPUTAN KE DISKUSI KRISIS K [REDACTED] 21 Mei 2013 / 3 SYAWAL 1434H [REDACTED] (9Ma)
- Unitkarts Education & Consultant - "Memahami Kondisi Daruratnya" Andain Idris [REDACTED] 23 Mei 2013 / 3 SYAWAL 1434H [REDACTED] (9Ma)
- Unit Komunikasi Korporat - UUM Anggar Seminar Pra Persaraan Selangor R [REDACTED] Web 15Ap [REDACTED] 20 Mei 2013 / 20 SYAWAL 1434H [REDACTED] (9Ma)

The bottom of the window shows the Windows taskbar with icons for File, Home, Mail, Photos, Edge, OneDrive, Task View, and Start.

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.

The screenshot shows the Microsoft Outlook 365 interface. The top navigation bar includes links for Logout, Canan Pengguna, Certified Financial, hasniah - Outlook, google maps, Save to Mendeley, Dashboard | Me..., Online TV Mala..., SPAbi New, Panda Cloud Of..., https://portal.u..., Senarai Jadual..., and Other bookmarks. The main window displays the inbox with the following messages:

- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]
- Microsoft Online Services Team - Request to Reset Microsoft Online Services [REDACTED] Web 15Ap [REDACTED]

A context menu is open over the first message, showing options: Change, About me, Open another mailbox..., and Sign out. The bottom of the window shows the Windows taskbar with icons for File, Home, Mail, Photos, Edge, OneDrive, Task View, and Start.



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) UUM WiFi

- 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:

The screenshot shows a web browser window with the following details:

- Address Bar:** it.um.edu.my/index.php/help-support-2/report-problem
- Title Bar:** what is wifi - Google Search
- Content Area:**
 - Section Header:** Your Single Point of Contact
 - Text:** The UUMIT provides direct support for IT Services customers and acts as a single point of contact for problem resolution. Its mission is to help the people of Universiti Utara Malaysia (UUM) with supported computer software, networking, and service issues.
 - Contact Options:**
 - Stop by UUMIT (Icon: Map)
 - Call 604-928 6666 (Icon: Phone)
 - Email to itservices@uum.edu.my (Icon: Envelope)
 - Visit at <http://servicedesk.uum.edu.my> (Icon: Globe)
 - Contact Onsite Support Team (Icon: Person with wrench)
 - Report a Problem Form:** A modal window titled "Report a Problem" is displayed, featuring a 3D character icon. It has input fields for "Name" and "Staff No./Matric No."



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.)





POSTGRADUATE STUDENT FEE

Students' fees are categorized based on nationality as Malaysian, or Non-Malaysian 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 trimester**. 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:

Fees	MALAYSIAN		NON-MALAYSIAN
	Full-time	Part-time	Full-time & Part-time
	(RM)	(RM)	(RM)
Registration	550	550	750
Insurance	78	0	0
Medical examination	0	0	200
Total	628	550	950

Recurring fee

Service	272	179	454
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Tuition fees

Postgraduate Diploma

Coursework	200/credit hour	200/credit hour	415/credit hour
Pre-requisite course	200/credit hour	200/credit hour	415/credit hour

MBA

Coursework	550/credit hour	550/credit hour	700/credit hour
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Fees	MALAYSIAN		NON-MALAYSIAN
	Full-time	Part-time	Full-time & Part-time
	(RM)	(RM)	(RM)

Master's Programme other than MBA

Coursework	250/credit hour	250/credit hour	450/credit hour
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Project Paper (less than 12 credit hours)	250/credit hour	250/credit hour	450/credit hour
Research Paper/ Dissertation (12 credit hours and more)	1500/ trimester	1200/ trimester	2400/ trimester
Thesis examination (viva voce)	1000	1000	1600

Master's Programme by Research

Tuition	1500/ trimester	1200/ trimester	2400/ trimester
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Thesis examination (viva voce)	2500	2500	4000
Thesis re-examination (re-viva)	2500	2500	4000
Write up fees (after viva)	750/trimester	600/trimester	1200/trimester

DBA

Coursework	500/credit hour	500/credit hour	600/credit hour
Dissertation	4900/ trimester	4900/ trimester	5880/ trimester
Thesis examination (viva voce)	1750	1750	2150
Thesis re-examination (re-viva)	1750	1750	2150



Fees	MALAYSIAN		NON-MALAYSIAN
	Full-time	Part-time	Full-time & Part-time
	(RM)	(RM)	(RM)

Doctoral Programme (Coursework & Mixed Mode) – Other than DBA

Coursework	425/credit hour	425/credit hour	600/credit hour
Pre-requisite course	425/credit hour	425/credit hour	600/credit hour
Tuition – Research Paper/ Dissertation	2500/ trimester	2000/ trimester	3500/ trimester
Thesis examination (viva)	3000	3000	4800

PhD (full research)

Tuition	1800/ trimester	1440/ trimester	2880/ trimester
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Thesis examination (viva voce)	3000	3000	4800
Thesis re-examination (re-viva)	3000	3000	4000
Write up fees (after viva)	900/trimester	720/trimester	1440/trimester



FEE FOR DOCTOR OF MANAGEMENT PROGRAM

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 trimester**. 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.

Fees for Doctor of Management are as listed below:

Fees	UUM Sintok
MALAYSIAN	
Full-time	
(RM)	

Non-recurring fees

Registration	1100.00
Insurance	78.00
Total	1178.00

Recurring fee

Service	206.00
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Tuition fees

Pre-requisite course	300.00/credit hour
Tuition (1 st trimester)	2236.00
Tuition (2 nd trimester)	1609.00
Tuition (3 rd trimester)	1400.00
Tuition (4 th trimester onwards)	1233.00/trimester
Supervision	2000.00/trimester
Thesis examination (viva voce)	1750.00
Thesis re-examination (re-viva)	1750.00



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:-

- **Death Benefit (accident)**: RM60, 000 per person
- **Permanent Disability** : Based on percentage of permanent disability
- **Medical Treatment** : RM2, 000 per annum/person
- **Hospital Benefits** : RM25.00 per day, up to RM2, 000.00 (maximum) per annum/ person

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:



RM2,000.00

- 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

RM1,500.00

- Africa
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Saudi Arabia
- Taiwan
- Tunisia
- Vietnam

RM750.00

- Bangladesh
- India
- Myanmar
- Nepal
- Pakistan
- Philippines
- Sri Lanka

RM1,000.00

- Hong kong
- Japan
- Macao
- South Korea

RM500.00

- Indonesia

RM300.00

- Thailand

RM200.00

- Singapore

*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:

Student Residential Hall	Accommodation Fees	
	Local Students (RM)	International Students (RM)
1 persons/room (postgraduate) - Including semester break	480/semester	576/semester
Off semester rate 2 persons/room 1 persons/room	8.00/day 16.00/day	8.00/day 16.00/day
Maybank Students' Residential Hall - Family - 1 person	350/house 480/semester	350/house 576/semester
University Inn	850/house	850/house
UUM Staff Quarters(Taman Universiti)	450/house	450/house
UUM Staff Quarters(Sisiran Sintok)	350/house	350/house

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/paymode.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>. 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 / Bankcard. 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)
- b) CIMB Clicks (www.cimbclicks.com.my)
- c) Maybank2U (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

No.	Payment Mode	Types of Payment
1	e-com (FPX)	Student fee & other payments
2	e-com (Credit Card)	Student fee & other payments
3	BIMB counter	Student fee, outstanding amount in student's account, processing fees for UUM undergraduate & postgraduate applications
4	e-tunai (e-cash)	Student fee, library charges & other payments
5	Internet Banking	Student fee & other payments

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 trimester.**

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 trimester 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:

Type of Fees	Percentage of refund		
	Deferment of Study/Withdrawal of Course/Terminated by the University		New Students Who Reject the Offer before the Beginning of the Trimester/Registration
	Within 30 Days of the commencement of trimester	After 30 Days of the commencement of trimester	
Registration	Non-refundable	Non-refundable	Non-refundable
Takaful	Non-refundable	Non-refundable	Non-refundable
Student welfare	Non-refundable	Non-refundable	Non-refundable
Tuition	50%	Non-refundable	100%
Accommodation	50%	Non-refundable	100%
Health	50%	Non-refundable	100%
Library	50%	Non-refundable	100%
Dental Services	50%	Non-refundable	100%
Sports	50%	Non-refundable	100%
Computer	Non-refundable	Non-refundable	100%

Note:

1. 50% of the tuition fee will be refunded if a withdrawal is made within 30 days from the beginning of the trimester. 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 trimester.
- 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

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

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:

Expenses	Cost per month (RM)	Cost per year (RM)
Accommodation	1000.00	12000.00
Food	1000.00	12000.00
Transport	350.00	4200.00
Others	500.00	6000.00
Total	2850.00	34200.00



Section 4: Rules And Regulations Of Postgraduate Studies

The information given in this Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia is accurate at the time of printing (August 2019). 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 trimester 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 trimesters;
- 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 trimester, 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 which divides the academic year into two (2) part;
- 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 **'Trimester'** means a period of academic study as stipulated by the University which divides the academic year into three (3) part;
- 1.46 **'University'** means Universiti Utara Malaysia;
- 1.47 **'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 Progra

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) A bachelor's Degree with CGPA of at least 3.67/First Class or equivalent from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate and pass the interview conducted by the Postgraduate Committee; **or**
- c) any other equivalent qualifications recognised by the University Senate; **and**



- d) fulfil the English language requirement as set by the University Senate.
- 2.3.2 Admission to a **Doctor of Business Administration (DBA)** degree can be granted by meeting the following criteria:
- 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**
 - have a minimum of five (5) years of work experience relevant to the chosen area of specialization; **and**
 - 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 Applicants for a **Doctor of Education (Ed.D)** programme must possess:
- a master's degree 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**
 - any other equivalent qualifications recognised by the University Senate; **and**
 - fulfil the English language requirement as set by the University Senate.
- 2.3.4 Applicants for a **Doctor of Management (D.Mgmt.)** programme must hold a **senior position** with:
- 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**
 - fulfil the English language requirement as set by the University Senate.
- 2.3.5 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 All international candidates should meet any one of the following English language requirements set by the University before they are accepted for admission.
 - 3.1.1 Satisfy **any one** of the following English language assessments with the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduates during the study:
 - a) TOEFL score of between 477 to 549 for Paper Based Test
 - b) TOEFL score between 53 to 79 for Internet Based Test
 - c) IELTS of Band 5.5
 - d) MUET of Band 3.0
 - e) Cambridge English Advanced Test score of between 162 to 168
 - f) Pearson Test of English Academic score of between 42 to 49
 - 3.1.2 Satisfy **any one** of the following English language assessments without the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduate during the study:
 - a) TOEFL Score of 550 and above in the Paper Based Test
 - b) TOEFL Score of 80 and above in the Internet Based Test
 - c) IELTS of Band 6.0 and above
 - d) MUET of Band 4.0 and above
 - e) Cambridge English Advanced Test score of 169 and above
 - f) Pearson Test of English Academic score of 50 and above
 - 3.1.3 Exemption for meeting the above English Language requirement are given to candidates with any of the following qualifications:
 - a) Obtain a degree from any institutions with English language Education System
 - b) Obtain a degree from any Public University in Malaysia with English as a language of instruction
 - c) Obtain a degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR)



3.1.4 Students who do not meet any of the above English language requirement will not be allowed to register for courses or continue with their programme of study. They may attend the **Intensive Language Course for International Students** that will prepare and assist them for their MUET examination.

3.2 **Intensive English Language Course for International Students**

- 3.2.1 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.
- 3.2.2 Students who do not fulfil the English Language requirement within the duration of the validity of their student visa, which is for one (1) year will cause the offer to be withdrawn and be terminated from the university.

Note: Students registered for programmes offered by OYAGSB must fulfil requirements either as in 3.1.2, 3.1.3, or 3.1.4 and 3.2.

4.0 **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.

5.0 **ACADEMIC SESSION**

UUM Academic Session consists of three (3) trimesters per academic session.

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 trimester. 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 trimester.



- 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 trimester.
- d) Students who fail to pay the fees will have their status and all registered courses for the trimester 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 trimester of study must fulfil the following conditions:
 - a) must register in the following trimester 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 trimester, candidates will not be charged for tuition and other recurring fees in the trimester;
 - c) if the thesis is submitted **after thirty (30) days** of the commencement of the trimester, tuition and other recurring fees in the trimester 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 trimester, **no fees will be charged**.
 - b) if the final thesis is submitted **after thirty (30) days** after the commencement of the new trimester, **tuition and other recurring fees will be charged**.

6.3 Registration in Other Institutions of Higher Learning

- 6.3.1 A student is not allowed to register concurrently for more than one programme of study which leads to the award of a diploma/undergraduate degree/postgraduate degree whether at the University or at any other institution or university.
- 6.3.2 Notwithstanding anything stated under para 6.3.1 above, a student is allowed to register concurrently in a situation where the university has a collaborative programme with another University or other institutions that leads to the award of a degree.



6.3.3 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 trimester.

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) trimester.



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 trimester 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 trimester 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 trimester 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) trimester but not exceeding three (3) trimesters**, 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 Postgraduate Diploma:

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Two (2) trimesters	Five (5) trimesters
Part-time	Three (3) trimesters	Nine (9) trimesters

- 10.2 Master's programme: (coursework & mixed mode)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Three (3) trimesters	Nine (9) trimesters
Part-time	Five (5) trimesters	Fifteen (15) trimesters



10.3 Master's programme: (research)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Two (2) years [six (6) trimesters]	Three (3) years [Nine (9) trimesters]
Part-time	Three 3 years [nine (9) trimesters]	Five (5) years [fifteen (15) trimesters]

10.4 Doctoral programme: (mixed mode & research)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Three (3) years [nine (9) trimesters]	Five (5) years [fifteen (15) trimesters]
Part-time	Four (4) years [twelve (12) trimesters]	Seven (7) years [twenty one (21) trimesters]

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 trimester 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 trimester. The number of courses registered for must be within the minimum and maximum number of credit hours allowed in each trimester 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 trimester 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 trimester.



13.4 Course Load

Full-time students pursuing a programme of study other than full research can take a minimum of **twelve (12) credit hours** and a maximum of **sixteen (16) credit hours** each trimester. **Part-time** students can take between **three (3) and eight (8) credit hours** each trimester. This total does not include courses registered as audit.

13.5 Project Paper/Research Paper/Dissertation

- 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) trimesters 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) trimesters 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:
 - a) must not exceed 100,000 words; and
 - b) the colour of the thesis cover is **maroon** (for PhD) and **Red** (for Doctor of Management).
- 15.1.3 Thesis of a master's programme by research:
 - a) must not exceed 60,000 words; and
 - b) the colour of the thesis cover is **green**.

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:
 - a) must not exceed 60,000 words; and
 - b) the colour of the thesis cover is **dark brown**.



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

- a) must not exceed 45,000 words; and
- b) the colour of the thesis cover is **blue black**.

15.2.4 Dissertation must be completed within the minimum period of two (2) trimesters 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) trimester 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) trimester or until the maximum period of study.

15.4.3 For Master of Business Administration programme, students are required to complete the Project Paper within the minimum period of one (1) trimester and maximum of two (2) trimesters. Students will be terminated from their studies if they fail to complete within allowable maximum period.

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

15.4.5 The Project Paper must not exceed 30,000 words (for Master of Business Administration programme must be between 12,000 to 15,000 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 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.

16.1.4 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 trimester, while a PhD student is allowed to do so during the first three (3) trimesters.

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 defend 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:
 - a) Can submit their theses for oral examination (viva voce) earliest after **twenty four (24) months or two (2) years** from the date of admission.
 - b) Should submit their theses within **sixty (60) months or five (5) years** from the date of admission.
- 19.1.2 Part-time doctoral candidates:
 - a) Can submit their theses for oral examination (viva voce) after **thirty six (36) months or three (3) years** from the date of admission.
 - b) 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:



- a) Can submit theses for oral examination (viva voce) earliest after eighteen (18) months from the date of admission.
- b) 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:

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

Note:

Priority of the appointment for the External Examiner for Doctor of Management candidate will be given to individual with industrial background.

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:
- have been involved in the supervision of the candidate or supervisor(s) as supervisor, co-supervisor or advisor;
 - be or have been, involved in any research and publication collaboration with the candidate for the past three (3) years;
 - 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:
- video conference, skype or online conferencing;
 - attending in person;
 - 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
- 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.
 - 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 nine (9) months for a doctoral programme**. A second viva voce session is not required; **or**

Candidate can submit their corrections earliest after **two (2) months** for Master's candidates and **three (3) months** for Doctoral candidates.

- 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 and doctoral programme**. A second viva voce session is required.

Candidate can submit their corrections for oral examinations (re-viva) earliest **after six (6) months** for both Master's and Doctoral candidates.

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 month** 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 disclose to the University the fact of his interest in the matter and cease to be a member 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 trimester based on coursework (essay, projects, practical work, tests and other assignments) given during each trimester.

24.1.2 Types of examination are:

- a) course examination (including continuous assessment throughout the trimester and/or the final trimester 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 trimester;
- 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 trimester;
 - 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 trimester;
 - 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

- 24.5.1 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.



- 24.5.2 Students who fail the qualifying examination will be advised to take courses determined by an Academic Advisor.
 - 24.5.3 Students who fail the comprehensive examination can repeat the examination.
 - 24.5.4 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:

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



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:

Mark Scale	Grade Point
90 – 100	High Distinction
75 – 89	Distinction
60 – 74	Credit
55 – 59	Pass
0 – 54	Fail

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:

- Students are barred from taking an examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions;
- 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;
- 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) trimester** and the maximum period of **three (3) trimesters**.
- b) **IP** Grade will be given in the first and second trimester 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) trimester** or until the maximum period of their study;
- b) **IP** Grade will be given in the first trimester 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 trimester (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) trimesters** or until the maximum period of their study;
- b) **IP** Grade will be given in the first trimester 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 trimester (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 trimester will obtain a Pass status and is allowed to proceed to the next trimester.

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 trimester will obtain a Conditional Pass status. They be given a reminder to improve their CGPA to achieve a Pass status in the next trimester.



26.3 Repeat Semester

- 26.3.1 **Repeat Semester** is a trimester where students have to repeat all courses taken in that trimester, 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 trimester will be given a reminder to improve their CGPA to achieve a Pass status in the next trimester.
- 26.3.3 All courses taken during the trimester 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 trimesters 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 trimesters 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** 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 produced 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.
- g) for Doctor of Business Administration (DBA) candidates:
 - (i) They shall produce at least one (1) case study or 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)
 - (ii) The article or case study is produced individually or can be co-authored only with and consented by the supervisor(s).
 - (iii) The article or case study accepted or published must be based on the DBA candidate's research topic.
 - (iv) The article or case study must be accepted or published during the candidacy.



- (v) The article or case study must be accepted or published before a viva-voce session.
- h) for Doctor of Management (D.Mgmt) candidates:
 - (i) They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
 - Option A: Publish at least one (1) case study;
 - Option B: Produce at least one (1) article, which is published in a refereed journal
 - Option C: Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM
 - (ii) The article or case study is produced individually or can be co-authored only with and consented by the supervisor(s).
 - (iii) The article or case study accepted or published must be based on the D.Mgmt candidate's research topic.
 - (iv) The patented product must be the output from the D.Mgmt candidate's research topic.
 - (v) The article or case study must be accepted or published during the candidacy.
 - (vi) The article or case study must be accepted or published before a viva-voce session.
 - (vii) The patented product must be registered during the candidacy or before the 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 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 time table. 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.
- 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



AWANG HAD SALLEH GRADUATE SCHOOL OF ARTS AND SCIENCES



AWANG HAD SALLEH GRADUATE SCHOOL OF ARTS AND SCIENCES

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.

AHSGS MANAGEMENT TEAM

Assoc. Prof. Dr. Hisham Dzakaria
Dean

Dr. Siti Nazuar Sailin
Deputy Dean

Mr. Ahmad Mujahid Abd. Ghani
Principal Senior Assistant Registrar

Mr. Nasiruddin Haron
Social Research Officer
Research, Viva and Training Unit

Mdm. Rosmiza Ahmad
Assistant Officer
Enrolment and Quality Unit

Mdm. Nur Juaini Najwa Johari
Assistant Officer
Student Record and Administration Unit

AHSGS SERVICE DESK INFORMATION
(Feel free to contact us for all academic-administrative related matters inquiries)

Tel. : +604-928 5299
E-mail : ahsgsservices@uum.edu.my



PROGRAMMES OFFERED

UUM SINTOK

Postgraduate programmes offered at UUM Sintok Campus are as follows:

No.	Programme	Programme Structure
1	Doctor of Philosophy (PhD) – Field of study: <ul style="list-style-type: none">▪ Applied Linguistics▪ Broadcasting▪ Communication▪ Computer Science▪ Contemporary Malay Language Studies▪ Counselling▪ Decision Science▪ Education▪ History▪ Information Technology▪ Information Systems▪ Islamic Studies▪ Mathematics▪ Media Management▪ Multimedia▪ Psychology▪ Social Work▪ Social Studies▪ Software Engineering▪ Statistics▪ Creative Industry Management	✓ Research
2	Doctor of Education (Ed.D.) - Areas of specialisation: <ul style="list-style-type: none">▪ Curriculum and Instruction▪ Islamic Education▪ Instructional Technology Leadership	✓ Coursework
3	Master of Science (Information and Communication Technology)	✓ Coursework
4	Master of Science (Information Technology)	✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
5	Master of Science (Intelligent System)	✓ Coursework and Dissertation (mix mode) ✓ Research



No.	Programme	Programme Structure
6	Master of Education (M.Ed.) – specialisation in: <ul style="list-style-type: none"> ▪ Curriculum and Instruction ▪ Educational Psychology ▪ English Language Teaching ▪ Instructional Technology ▪ Islamic Education ▪ Moral and Value ▪ Mathematics 	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
7	Master of Science (Educational Management)	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
8	Master of Science (Principalship)	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
9	Master in Applied Linguistics	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
10	Master of Arts (Contemporary Malay Language Studies)	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode) ✓ Research
11	Master of Science (Counselling)	<ul style="list-style-type: none"> ✓ Coursework ✓ Research
12	Master of Arts (Psychology)	<ul style="list-style-type: none"> ✓ Research
13	Master of Social Work	<ul style="list-style-type: none"> ✓ Coursework
14	Master of Arts (Social Work)	<ul style="list-style-type: none"> ✓ Research
15	Master of Science (Correctional Science)	<ul style="list-style-type: none"> ✓ Coursework
16	Master of Science (Managerial Communication)	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode)
17	Master of Science (Media Management)	<ul style="list-style-type: none"> ✓ Research
18	Master of Science (Multimedia Studies)	<ul style="list-style-type: none"> ✓ Research
19	Master of Science Multimedia Studies	<ul style="list-style-type: none"> ✓ Coursework ✓ Coursework and Dissertation (mix mode)
20	Master of Arts (Communication)	<ul style="list-style-type: none"> ✓ Research



No.	Programme	Programme Structure
21	Master of Science Multimedia Journalism	✓ Coursework ✓ Coursework and Dissertation (mix mode)
22	Master of Science (Statistics)	✓ Research
23	Master of Science (Decision Science)	✓ Coursework and Dissertation (mix mode) ✓ Research
24	Master of Science (Mathematics)	✓ Research
25	Master of Science (Data Analysis)	✓ Coursework
26	Master of Arts (History)	✓ Research
27	Master of Arts (Islamic Studies)	✓ Research
28	Postgraduate Diploma in Education – specialisation in: <ul style="list-style-type: none">▪ Mathematics▪ Malay Language▪ Islamic Education▪ English Language Teaching	✓ Coursework
29	Postgraduate Diploma in Higher Education Learning and Teaching	✓ Coursework

OFF-CAMPUS CENTRES

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

No.	Off-campus Centre	Programme
1.	Kota Bharu, Kelantan	<ul style="list-style-type: none">➤ Master of Education – specialisation in<ul style="list-style-type: none">▪ 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)➤ Master of Science (Counselling)



No.	Off-campus Centre	Programme
2.	Kuala Terengganu, Terengganu	<ul style="list-style-type: none"> ➤ Master of Education – specialisation in <ul style="list-style-type: none"> ▪ 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) ➤ Master of Science (Counselling)
3.	UUM Kuala Lumpur	<ul style="list-style-type: none"> ➤ Master of Science (Information Technology) ➤ Master of Education (Curriculum and Instruction) ➤ Master of Science (Managerial Communication) ➤ Master of Science (Data Analysis) ➤ Master of Science (Decision Science)
4.	Baling, Kedah	<ul style="list-style-type: none"> ➤ Master of Education – specialisation in <ul style="list-style-type: none"> ▪ 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)
5.	Langkawi, Kedah	<ul style="list-style-type: none"> ➤ Master of Education – specialisation in <ul style="list-style-type: none"> ▪ 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.	Kolej Yayasan Pelajaran Johor, Johor Bharu	<ul style="list-style-type: none"> ➤ Master of Science (Counselling)



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 colloquiums/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

School	Research Fields	Specialisations Offered (but not limited to)
Computing	Computer Science	<ul style="list-style-type: none"> • Computational Science (Modelling and Simulation) • Graphics and Visualization • Human-Computer Interaction • Intelligent Systems • Natural Language Processing • Bioinformatics & Computational Biology • Networking and Communication • Architecture and Organisation • Operating Systems • Parallel and Distributed Computing • High-Performance Computing • Information and System Security • Programming Languages • Software Development Fundamentals • Software Engineering Methods • Systems Fundamentals • Algorithms and Complexity • Social Issues and Professional Practice
	Information Technology	<ul style="list-style-type: none"> • Information Technology Fundamentals (Pervasive Themes in IT, IT and Its Related and Informing Disciplines, Application Domains) • Human-Computer Interaction • Information Assurance and Security • Integrative Programming and Technologies
Computing	Information Technology	<ul style="list-style-type: none"> • System Administration and Maintenance • System Integration and Architecture • Social and Professional Issues • Web Systems and Technologies • Information Management • Networking • Programming Fundamentals • Platform Technologies



School	Research Fields	Specialisations Offered (but not limited to)
Computing	Software Engineering	<ul style="list-style-type: none">• Software Modelling and Analysis• Software Design• Software Verification and Validation• Software Evolution• Software Process• Software Quality• Software Management• Professional Practice• Engineering foundations and economics for software• Construction Technologies and Methods• Software Development Fundamentals• Programming Languages• Algorithms and Complexity• Information Assurance and Security (Secure Design, Defensive Programming, Threats and Attacks, Cryptography)• Information Management (Database Systems, Data Modelling)• Operating Systems (concurrency, Scheduling and Dispatch, Memory Management, Security and Protection)
	Information Systems	<ul style="list-style-type: none">• Foundations of Information Systems (Characteristics of the Digital World, Information Systems Components, Information Systems in Organizations, Globalization, Valuing Information Systems, Information Systems Infrastructure, The Internet and WWW, Security of Information Systems, Business Intelligence, Enterprise-wide Information Systems, Development and Acquisition, Information Systems Ethics and Crime).• Data and Information Management• Enterprise Architecture• IS Project Management• IT Infrastructure• Systems Analysis and Design (Business Process Management, Analysis of Business Requirements, Project Specification and Prioritization, Analysis of Project Feasibility)• IS Strategy, Management and Acquisition



School	Research Fields	Specialisations Offered (but not limited to)
Education and Modern Languages	Education	<ul style="list-style-type: none"> • Curriculum and Instruction • Educational Psychology • Educational Sociology • Instructional Technology • Multimedia in Education • Web-Based Instruction • E-Learning • Interactive Lecture • English Language Teaching • Islamic Education • Values Education • Moral Education • History Education • Mathematics in Education • Accounting in Education • Business Management in Education • Educational Measurement and Evaluation • Educational Management • Curriculum Management • Policy and Legal Aspects • Planning • Pedagogy • Leadership in Education • Human Resource Development in Education • Entrepreneurship in Education
Applied Psychology, Social Work and Policy	Psychology	<ul style="list-style-type: none"> • Psychology
	Counselling	<ul style="list-style-type: none"> • Counselling
	Social Studies	<ul style="list-style-type: none"> • Social Studies
	Social Work	<ul style="list-style-type: none"> • Social Work



School	Research Fields	Specialisations Offered (but not limited to)
Multimedia Technology and Communication	Communication	<ul style="list-style-type: none">• Managerial Communication• Organizational Communication• Public Relations• Corporate Communication• Communication for Social Change• Development Communication• Health Communication• Political Communication• Intercultural Communication• Human Communication• Family Communication• Persuasion
	Multimedia Studies	<ul style="list-style-type: none">• User experience• Usability• Game-based learning• Gamification• Human-computer Interaction• Children-computer interaction• Multimedia in Education• Augmented Reality• Virtual Reality• 3D Visualization• Algorithm Development• Mobile Application
	Media Management	<ul style="list-style-type: none">• Media & Psychology• Media & Gender• Media & Politics• Media & Islam• Photography• Broadcasting• New Media• Advertising• Journalism• Publishing



School	Research Fields	Specialisations Offered (but not limited to)
Quantitative Sciences	Mathematics	<ul style="list-style-type: none"> • Number Theory • Numerical Analysis • Queuing Theory • Differential Equations • Fuzzy Mathematics • Combinatoric • Set Theory • Fluid Dynamics • Mathematical Modelling • Approximation Theory • Computer Aided Geometric Design • Dynamical System • Game Theory • Financial Mathematics and others
	Statistics	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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



School	Research Fields	Specialisations Offered (but not limited to)
Languages, Civilisation and Philosophy	Applied Linguistics	<ul style="list-style-type: none">• Applied Linguistics
	Contemporary Malay Language Studies	<ul style="list-style-type: none">• Contemporary Malay Language Studies
	Islamic Studies	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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



School	Research Fields	Specialisations Offered (but not limited to)
Creative Industry Management and Performing Arts	Creative Industry Management	<ul style="list-style-type: none"> • Creative Multimedia Industry Management • Management of Creative Arts and Cultural Industries • Creative Industry Management of Cultural Heritage • Film & Screen Studies • Adaptation of literature for the screen • Malaysian cinema • Authorship • Film history • Gender issues in film • Cinema narration, style and aesthetics • Television history & Television studies • Creative Digital Content • Multimedia Design • Edutainment & E-Learning • Courseware Development • Multimedia Production • Creative Programming • Mobile Content Development • Digital Storytelling • Human-Computer Interaction • Game Design & Development • Animation Design & Development • Digital Content Entrepreneurship • Ethics in Content Development • Virtual & Augmented Reality • Multimedia in Teaching and Learning • Multimedia for Special Needs • 21st Century Music • Children's Music • Composition • Music Culture • Ethnomusicology • Global and Transnational Studies • Conducting Instrumental Performance • Music Education • Music History • Music Technology • Performance Studies • Music Psychology • Photography • New Media



DOCTOR OF EDUCATION

PROGRAMME STRUCTURE

Doctor of Education (Ed.D.) is offered by **coursework**.

A total of 89 credits for each area of specialisation: Coursework (53 credits) and Dissertation (36 credits)

ADMISSION REQUIREMENT

- a) Master's Degree or its equivalent from any accredited Higher Learning Institutions approved by the UUM Senate with CGPA 3.00 and above; OR
- b) Other qualifications as approved by the University Senate
AND
- c) Professional requirement (Diploma in Education or Teaching certificate).

International Applicant

Applicants must fulfil one of these requirements:

- a) Test of English as a Foreign Language (TOEFL) with minimum marks of 500, OR
- b) International English Language Testing Services (IELTS) with minimum band of 5.5 in all the components, OR
- c) MUET with at least Band 3 and above, OR
- d) Other requirements approved by the University Senate.

ADDITIONAL ADMISSION REQUIREMENT

Applicants who do not fulfil the professional requirement must enrol in the **pre-requisite courses** below before registering for the doctoral program and achieve a minimum of **B** grade in each course:

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



No.	COMPONENT	CURRICULUM AND INSTRUCTION	INSTRUCTIONAL TECHNOLOGY LEADERSHIP	ISLAMIC EDUCATION
1.	CORE COURSES	17 credit hour	17 credit hour	17 credit hour
2.	DISCIPLINE CORE	36 credit hour	36 credit hour	36 credit hour
3.	DISSERTATION	36 credit hour	36 credit hour	36 credit hour
TOTAL		89 credit hour	89 credit hour	89 credit hour

CORE COURSES (17 CREDIT HOURS)

- SGDA7013 ICT in Education
- SLCE6014 Academic Writing
- SGDP7014 Advanced Research Methodology in Education
- SGDP7043 Advanced Qualitative Research in Education
- SGDP7053 Advanced Statistics in Education

DISCIPLINE CORE COURSES (36 CREDIT HOURS)

1. CURRICULUM & INSTRUCTION

- SGDC7013 Curriculum Perspectives
- SGDC7024 Curriculum Change and Evaluation
- SGDC7033 Curriculum Leadership and Supervision
- SGDC7043 International Scenes of School Based Curriculum
- SGDC7054 Teaching and Learning Perspectives
- SGDC7064 Teaching for Creativity and Problem Solving
- SGDC7074 Researching Classroom Teaching
- SGDC7093 Assessment in Teaching and Learning
- SGDC7104 Curriculum Design and Innovation
- SGDC8014 Doctoral Seminar in Curriculum and Instruction Research Issues

2. ISLAMIC EDUCATION

- SGDI7014 Islamic Philosophy and Epistemology
- SGDI7024 Islamic Thought and Educational Movements
- SGDI7034 Akhlaq and Spirituality in Education
- SGDI7044 Contemporary Curriculum and Instructional Leader in Islamic Education
- SGDI7104 Pedagogy in Islamic Education
- SGDI7114 Assessment in Islamic Education
- SGDI7124 Contemporary Psychology of Da'wah in Islamic Education



- SGDI7134 Management in Islamic Education
SGDI8014 Doctoral Seminar in Islamic Education

3. INSTRUCTIONAL TECHNOLOGY LEADERSHIP

- SGDT7013 Instructional Technology Planning, Management and Evaluation
SGDT7023 Planning Online Instruction
SGDT7033 Performance Improvement and Evaluation
SGDT7043 Learning Systems, Technology and Culture
SGDT7053 Technological Leadership for 21st Century
SGDT7063 Innovation, Change and Organizational Structure
SGDT7073 Integrating Digital Technologies into the Curriculum
SGDT7083 21st Century Tools for Learning and Training
SGDT7014 Designing Digital Age Learning Environment
SGDT7024 Advanced Research in Instructional Technology
SGDT7034 Seminar in Instructional Technology Leadership

DISSERTATION (36 CREDIT HOURS)

- SGDZ79936 Dissertation

LEVEL OF STUDY OF DOCTORATE PROGRAM

- **LEVEL I:** Enrol and pass all the courses in the structure of study with CGPA ≥ 3.00. Pass Comprehensive Examination
- **LEVEL II:** Present research proposal, carry out research, write dissertation and attend oral examination/viva via dissertation
- Candidates who do not achieve CGPA ≥ 3.00 will not be allowed to sit for Comprehensive Examination. In this case, candidates MUST improve on their grades prior to the examination.

COMPREHENSIVE EXAMINATION

- There are two sections in this exam:
 - General area AND
 - Major area
 - Exam is based on Open Book Test / Take Home Exam.
- Candidates can sit for the exam after passing all the courses in the structure of study with CGPA ≥ 3.00.
- Candidates can sit for comprehensive examination a few times until candidates pass the examination in the duration of study for 3 years (full time) and 4 years (part time)
- Candidates must pass the comprehensive examination before proceeding with LEVEL II of the doctorate program.
- Comprehensive examination will be offered twice a year in May and December.



DISSERTATION

- At this stage, candidates would have taken all the courses and passed the comprehensive examination.
- Candidates must conduct a research under the supervision of a certified supervisor along with the Dissertation Panel.
- The research topic should be from the Major area.
 - Candidates must prepare and present a research proposal.
 - The proposal must be defended by the candidate and approved by the panel before the research is carried out.

DISSERTATION FORMAT

- The number of words must not exceed 40,000 (or between 150- 200 pages, with 250 words per page) and is written abiding by the format stated by Awang Had Salleh Graduate School (AHSGS).
- Evaluation of the dissertation will be carried through an oral examination (Viva). Candidates must defend the research and the idea presented in his/her research. The Dissertation Panel will award a pass or a fail grade only.

DISSERTATION PANEL AND VIVA DISSERTATION

- Dissertation will be examined by three (3) panel examiners and a maximum of four (4) Dissertation Panel and Viva Dissertation. The members in the panel are selected to evaluate the dissertation by Ed.D candidates holistically.
- The minimum three panel members are i) supervisor, ii) a representative from the School, and iii) an examiner from another area of specialization in the Ed.D. program
- The maximum four panel members are i) supervisor, ii) co-supervisor, iii) a representative from the School, and iv) an examiner from another area of specialization in the Ed.D. program.



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 41 credit hours, which comprises the following:

CORE COURSES (24 CREDIT HOURS)

- | | |
|----------|--|
| STIA5014 | Principles and Techniques in Programming |
| STID5024 | Database Application Development |
| STIJ5024 | Internet Technology |
| STIK5014 | Computer Systems and Networks |
| STIW5034 | Information System Development |
| STIQ6014 | Research Methodology in Computing |

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):

- | | |
|----------|--|
| STID6014 | IT Policy and Strategy |
| STID6034 | E-Government & Managing ICT in Public Sector |
| STID6054 | Seminar in Information Technology |
| STIJ6024 | Information Security |
| STIJ6034 | Network Management |
| STIJ6044 | Mobile Internet Programming |
| STIJ6084 | Forensic Computing |
| STIN6054 | Web-based Intelligent System |
| STIN6064 | Natural Language Computing |
| STIW6084 | Interaction Design |
| STIW6014 | Requirements Engineering |
| STIW6054 | Usability Engineering |

PROJECT PAPER (9 CREDIT HOURS)

- | | |
|----------|----------------------|
| STIZ6999 | Project in Computing |
|----------|----------------------|



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) Fulfil 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) Fulfil 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)

- | | |
|----------|---|
| STIN5014 | Artificial Intelligence |
| STIW5054 | Software Modelling and Design |
| STIW5044 | Object Oriented Programming Development |
| STIJ5014 | Distributed Systems |
| STID5034 | Database Systems |
| STIQ6014 | Research Methodology in Computing |



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 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)

- | | |
|----------|-------------------------|
| STIN5014 | Artificial Intelligence |
| STIN5024 | Data Mining |
| STIN5034 | Neural Networks |
| SZRZ6014 | Research Methodology |

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 |

DISSERTATION (20 CREDIT HOURS)

- | | |
|-----------|--------------|
| STIZ69920 | Dissertation |
|-----------|--------------|



(B) Research

The Master of Science (Intelligent System) programme is offered by **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 trimesters 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 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/ESOL/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/ESOL/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 (M.Ed.) is offered in three (3) structures; coursework, coursework and dissertation, and full research in SIX (6) areas of specialisations.

(A) Coursework

Component	Core courses	Specialisations (Elective)	Project Paper	Total credit hours
English Language Teaching (ELT)	21 credit hours	15 credit hours	6 credit hours	42 hours
Educational Psychology (EP)	21 credit hours	15 credit hours	6 credit hours	42 hours
Instructional Technology (IT)	21 credit hours	15 credit hours	6 credit hours	42 hours
Curriculum & Instruction (C&I)	21 credit hours	15 credit hours	6 credit hours	42 hours
Islamic Education (IE)	21 credit hours	15 credit hours	6 credit hours	42 hours
Values and Moral Education (VME)	21 credit hours	15 credit hours	6 credit hours	42 hours
Mathematics (MT)	21 credit hours	15 credit hours	6 credit hours	42 hours

CORE COURSES (9 CREDIT HOURS)

SGDC5013 Curriculum and Pedagogy

SGDT5013 IT 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 M.Ed. in C&I, ELT & IE)

SPECIALISATIONS

1. 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



2. 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

3. 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

4. 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

5. 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

6. VALUES AND MORAL EDUCATION (18 CREDIT HOURS)

- SGDV5013 Moral Development and Values
SGDG5013 School and Society
SGDP6033 Qualitative Research in Education
SGDV5113 Akhlaq and Conduct



- SGDV5123 Values Integration in the Curriculum
 SGDV5213 Teaching and Assessment Approaches in Moral and Values Education

7. MATHEMATICS

- SGDD5013 Mathematical Knowledge and Thinking
 SGDD5023 Mathematics Curriculum and Teaching Methods
 SGDD5033 Engaging Learners for Mathematics Learning
 SQQP5023 Decision Analysis
 SQQP5043 Simulation for Decision Making

PROJECT PAPER (6 CREDIT HOURS)

- SGDZ6996 Project Paper

Coursework and Dissertation

Component	Core courses	Specialisations (Elective)	Project Paper	Total credit hours
English language Teaching (ELT)	7 credit hours	12 credit hours	21 credit hours	40 credit hours
Educational Psychology (EP)	7 credit hours	12 credit hours	21 credit hours	40 credit hours
Instructional Technology (IT)	7 credit hours	14 credit hours	21 credit hours	42 credit hours
Curriculum & Instruction (C&I)	7 credit hours	14 credit hours	21 credit hours	42 credit hours
Islamic Education (IE)	7 credit hours	12 credit hours	21 credit hours	40 credit hours
Values and Moral Education (VME)	7 credit hours	12 credit hours	21 credit hours	40 credit hours
Mathematics (MT)	7 credit hours	12 credit hours	21 credit hours	40 credit hours

CORE/RESEARCH (7 CREDIT HOURS)

- SZRZ6014 Research Methodology
 SGDP5053 Statistics in Education; OR
 SGDP6033 Qualitative Research in Education (For M.Ed. in C&I, ELT and IE)

SPECIALISATION

1. 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



2. 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

3. 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

4. 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

5. 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

6. VALUES AND MORAL EDUCATION (12 CREDIT HOURS)

- SGDV5013 Moral Development and Values
SGDP6033 Qualitative Research in Education
SGDV5213 Teaching and Assessment Approaches in Moral and Values Education
SGDV5113 Akhlaq and Conduct **OR**
SGDV5123 Values Integration in the Curriculum



7. MATHEMATICS (12 CREDIT HOURS)

- SGDD5013 Mathematical Knowledge and Thinking
SGDD5023 Mathematics Curriculum and Teaching Methods
SGDD5033 Engaging Learners for Mathematics Learning **OR**
SQQP5023 Decision Analysis **OR**
SQQ5043 Simulation for Decision

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 trimesters 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 pre-requisite 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 must fulfil at least 42 credit hours, which comprise the following:

COMPULSARY COURSES (12 CREDIT HOURS)

- SGDP6113 Research Methodology in Education
- SGDP6123 Academic Writing for Educational Research
- SGDP6133 Quantitative Data Analysis in Education
- SGDP6033 Qualitative Research in Education

CORE COURSES (9 CREDIT HOURS)

- SGDU5133 Leadership in Education
- SGDU5163 Strategic Management in Education
- SGDU5173 Human Resource Management in Education

SPECIALIZATION 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 (3 CREDIT HOURS)

Choose 1 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 must fulfil 21 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

COMPULSARY COURSES (12 CREDIT HOURS)

- SGDP6113 Research Methodology in Education
SGDP6123 Academic Writing for Educational Research
SGDP6133 Quantitative Data Analysis in Education
SGDP6033 Qualitative Research in Education

CORE COURSES (9 CREDIT HOURS)

- SGDU5133 Leadership in Education
SGDU5163 Strategic Management in Education
SGDU5173 Human Resource 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 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 trimesters of their enrolment):

- i. SGDP6113 Research Methodology in Education;
- ii. SGDP6123 Academic Writing for Educational Research;
- iii. SGDP6133 Quantitative Data Analysis in Education; **or**
- iv. SGDP6033 Qualitative Research in Education



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 must fulfil at least 42 credit hours which comprise the following:

COMPULSORY COURSES (12 CREDIT HOURS)

- SGDP6113 Research Methodology in Education
SGDP6123 Academic Writing for Educational Research
SGDP6133 Quantitative Data Analysis in Education
SGDP6033 Qualitative Research in Education

CORE COURSES (9 CREDIT HOURS)

- SGDU5133 Leadership in Education
SGDU5163 Strategic Management in Education
SGDS5173 Human Resource Management in Education

SPECIALIZATION 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 (3 CREDIT HOURS)

Choose any 1 course from the list below:

- SGDU6093 Quality Management in Education
SGDU6083 Financial and Physical Management in Education
SGDU6033 Organizational Behavior in Education
SGDG6023 Seminar on Contemporary Issues in Educational Management

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 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 trimesters of their enrolment):

- i. SGDP6113 Research Methodology in Education;
- ii. SGDP6123 Academic Writing for Educational Research;
- iii. SGDP6133 Quantitative Data Analysis in Education; **or**
- iv. SGDP6033 Qualitative Research in Education



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/ESOL) 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 have a certificate/diploma in Linguistics, English Language, Teaching English as a Second Language (TESL/ESOL) 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/ESOL) 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)

- SCLE5124 Modern English Linguistics
SCLE5144 Second Language Acquisition
SCLE5154 Methods of Teaching English
SZRZ6014 Research Methodology

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 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 trimesters 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)

- | | |
|----------|--|
| SCLM5013 | Bahasa dan Masyarakat |
| SCLM5023 | Bahasa dan Minda |
| SCLM5043 | Analisis Wacana |
| SCLM5073 | Linguistik Terapan |
| SCLM5083 | Isu-isu Bahasa Melayu |
| SCLM5123 | Bahasa dan Komunikasi |
| SCLM5133 | Bahasa dan Pemikiran Kesusastraan Melayu |
| SCLM5163 | Kajian Semantik |
| SCLM5173 | Kajian Morfologi dan Sintaksis |

ELECTIVE COURSES (9 CREDIT HOURS)

Choose any 3 courses from the list below:

- | | |
|----------|---------------------------------------|
| SCLM5093 | Kaedah Pengajaran Bahasa Melayu |
| SCLM5103 | Pengujian dan Penilaian Bahasa Melayu |
| SCLM5113 | Kajian Terjemahan |
| SCLM5143 | Sastera untuk Kanak-kanak dan Remaja |
| SCLM5153 | Linguistik Kritis dan Penilaian Teks |

PROJECT PAPER (6 CREDIT HOURS)

- | | |
|----------|---------------|
| SCLM6996 | Project Paper |
|----------|---------------|

***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 trimesters 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 are enrolled in Master of Science (Counselling) by coursework are required to complete **55 credit hours**, which comprise the following:

RESEARCH METHODS AND APPLIED STATISTICS COMPONENT (7 CREDIT HOURS)

- SSMQ5033 Applied Statistics and Computer Application
SZRZ6014 Research Methodology

THEORY OF COUNSELLING, PSYCHOTHERAPY, PERSONALITY AND CAREER (33 CREDITS)

- SSKC5113 Theory and Practice of Individual Counselling
SSKC5123 Theory and Practice of Group Counselling
SSKC5133 Theory and Practice of Family and Marriage Counselling
SSKC5213 Applied Career Counselling
SSKC5223 Contemporary Career Seminar
SSKC5303 Counselling Ethics and Counselor Act 1998 (Act 580)
SSYM5223 The Psychology of the Adolescence and the Adult
SSYP5113 Psychological Testing and Assessment
SSYP5313 Theories of Personality and Psychotherapy
SSYS5313 Applied Social Psychology
SSYP5123 Appraisal in Counselling

RESEARCH PROJECT (6 CREDIT HOURS)

- SSKZ6996 Project Paper

PRACTICUM AND INTERNSHIP (9 CREDIT HOURS)

- SSKX5983 Counselling Practicum
SSKX5996 Internship



SPECIALIZATION COURSES (12 CREDIT HOURS)

Students enrolling in the trimester of September 2018 (Sem A181) are given the option of choosing to graduate by taking **ONLY** the generic components mentioned above (55 credit hours) **OR** continuing their studies by adding 12 credit hours from the following specialization component options. Students are allowed to choose only **ONE** of the following specialization field.

(1) CLINICAL MENTAL HEALTH COUNSELLING

- SSKC5313 Clinical Mental Health Counselling
SSYC5323 Art Therapy
SSKC5323 Diagnosis and Treatment Planning in Counselling
SSKC5333 Crisis Intervention and Prevention in Counselling

(2) FAMILY AND MARRIAGE COUNSELLING

- SSKC5233 Advanced Theory and Practice in Family Counseling
SSKC5343 Ethical and Professional Development in Marriage and Family Therapy
SSKC5323 Diagnosis and Treatment Planning in Counselling
SSKC5333 Crisis Intervention and Prevention in Counselling

(3) ADDICTION AND CORRECTIONAL COUNSELING

- SSYC5103 Addictions Counselling
SSYC5113 Correctional Counselling and Rehabilitation
SSWP5003 Correctional Treatment for Offenders
SSYC5123 Addiction Treatment for Special Population

(B) Research

Students who are 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 trimesters 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)

- SSWZ6996 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:

ORGANIZATION

- SCCG5313 Communication and Information Technology
- SCCG5333 Organizational Image Management
- SCCG5343 New Media Management
- SCCG5543 Seminar of Managerial Communication

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 MULTIMEDIA JOURNALISM

PROGRAMME STRUCTURE

(A) Coursework

The Master of Science Multimedia Journalism programme by coursework is a 40-credit-hour programme which comprises the following:

COMPULSORY COURSES (13 CREDIT HOURS)

- SMMJ5013 Multimedia Journalism Theory and Management
- SMMJ5023 Advanced Writing for Multimedia Journalism
- SMMJ5043 Multimedia Newsroom Management
- SMMJ5064 Online Journalism Research Methods

CORE COURSES (6 CREDIT HOURS)

- SMMJ5033 Advanced Video Journalism
- SMMJ5053 Advanced Online Journalism

ELECTIVE COURSES (9 CREDIT HOURS)

Choose any 3 courses from the list below:

- SCCG5423 Media Ethics and Law
- SCCG5433 Broadcast Journalism
- SMMJ5063 Internet and Democracy
- SCCG5453 Seminar in Media and Journalism

RESEARCH PROJECT (12 CREDIT HOURS)

- SMJZ69912 Research Paper

(B) Coursework and Dissertation

The Master of Science Multimedia Journalism programme by coursework and dissertation is a 40-credit-hour programme which comprises the following:

CORE COURSES (13 CREDIT HOURS)

- SMMJ5013 Multimedia Journalism Theory and Management
- SMMJ5023 Advanced Writing for Multimedia Journalism
- SMMJ5043 Multimedia Newsroom Management
- SMMJ5064 Online Journalism Research Methods

MASTER'S DISSERTATION (27 CREDIT HOURS)

- SMJZ69927 Master's Dissertation



MASTER OF SCIENCE (MULTIMEDIA STUDIES)

PROGRAMME STRUCTURE

(A) Coursework

The Master of Science Multimedia Studies programme by coursework is a 41-credit-hour programme which comprises the following:

CORE COURSES (17 CREDIT HOURS)

- | | |
|----------|-------------------------|
| SMMS5013 | Advanced Multimedia |
| SMMS5023 | Persuasive Technologies |
| STIV5014 | Interaction Design |
| SMMS5033 | Multimedia Writing |
| SZRZ6104 | Research Methodology |

SPECIALISATION COURSES (12 CREDIT HOURS)

Choose any 1 option from the specialisations listed below:

DESIGN

- | | |
|----------|----------------------|
| SMMS5043 | Digital Illustration |
| SMMS5053 | 3D Motion Graphics |
| SMMS5063 | User Experience |
| SMMS5073 | Mobile Technologies |
| SMMS5093 | Virtual Reality |

MEDIA AND COMMUNICATION

- | | |
|----------|--------------------------|
| SMMS5083 | Digital Culture |
| SCCG5113 | Managerial Communication |
| SCCG5253 | Corporate Communication |
| SCCG5343 | New Media Management |

RESEARCH PROJECT (12 CREDIT HOURS)

- | | |
|-----------|----------------|
| SMJZ69912 | Research Paper |
|-----------|----------------|

(B) Coursework and Dissertation

The Master of Science Multimedia Studies programme by coursework and dissertation is a 49-credit-hour programme, which comprises the following:

CORE COURSES (7 CREDIT HOURS)

- | | |
|----------|----------------------|
| SMMS5013 | Advanced Multimedia |
| SZRZ6104 | Research Methodology |



ELECTIVE COURSES (6 CREDIT HOURS)

Students are required to choose any two (2) courses from the courses listed below:

- SMMS5043 Digital Illustration
- SMMS5053 3D Motion Graphics
- SMMS5063 User Experience
- SMMS5073 Mobile Technologies
- SMMS5083 Digital Culture
- SMMS5093 Virtual Reality
- SCCG5113 Managerial Communication
- SCCG5253 Corporate Comunication
- SCCG5343 New Media Management

DISSERTATION (36 CREDIT HOURS)

- SMMZ69936 Dissertation



MASTER OF SCIENCE (DECISION SCIENCE)

The Master of Science (Decision Science) programme is designed to promote professional development of researchers, academicians and others who are involved in decision-making processes. The programme aims to produce postgraduates who possess in-depth knowledge and skills for scientific decision making; 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 able to 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 must 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
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(B) Research

Students are required to:

- present and defend proposed research to a committee;
- present progress report of research work at colloquiums arranged by the Graduate School / respective School;
- attend a viva voce session to defend the thesis; and
- 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 trimesters of their enrolment):

- SZRZ6014 Research Methodology;
- SCLE6014 Academic Writing; and/or
- 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 **are capable in data analytical skills**, 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 analysts** who are capable of analysing the **diversity of data** (qualitative: text, narrative & visual; and quantitative: numerical) which is demanded in the industries specifically in research and development field (R&D). Quality research findings greatly trigger 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)

- SQQM5013 Risk Analysis
- SQQP6014 Operational Research
- SQQS5013 Exploratory Data Analysis
- SQQS5023 Inferential Techniques
- SQQS5034 Qualitative Data Analysis
- SQQS5043 Psychometrics
- SQQS5053 Applied Multivariate Data Analysis
- SQQS5063 Forecasting Techniques
- SQQS6013 Research Methods

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 EDUCATION

SPECIFIC ADMISSION REQUIREMENT

Applicants for Postgraduate Diploma in Education (PGDE) 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 40-credit-hour programme, which comprises the following components:

CORE COURSES (17 CREDIT HOURS)

- SGDF4012 Philosophy and Educational Development in Malaysia
SGDY4022 Application of Educational Psychology
SGDG4032 School and Society
SGDU4162 Co-Curriculum Management
SGDE4013 Assessment in Learning
SGDT4013 Technology and Innovation in Education
SGDP4043 Action Research in Education

TEACHING METHODOLOGY (4 CREDIT HOURS)

Choose any 1 course from the list below:

- SGDK4014 Kaedah Mengajar Bahasa Melayu
SGDK4024 ELT Methodology
SGDK4034 Mathematics Teaching Method
SGDK4084 Moral Pedagogy
SGDK4044 Islamic Education Teaching Methods
SGDK4064 Teaching Method of Commerce and Entrepreneurship

MICROTEACHING (2 CREDIT HOURS)

- SGDK4042 Micro and Macro Teaching

SECOND OPTION COURSES (9 CREDIT HOURS)

Choose any 1 option from the specialisations listed below:



A) MORAL EDUCATION

- SGDV4013 Ethics and Moral Education
- SGDK4133 Moral Education Pedagogy
- SGDV4213 Curriculum for Moral Education

B) CIVIC EDUCATION

- SGDV4033 Education for Nation State
- SGDV4123 Citizenship Education in Malaysia
- SGDV4223 Civic and Citizenship in Education

C) TESL

- SGDK4013 Literacy Pedagogy for Secondary Classrooms
- SGDK4023 Oral Pedagogy for Secondary Classrooms
- SGDK4033 Literary Studies

D) BAHASA MELAYU

- SBLM4013 Malay Linguistics
- SBLM4023 Language in Social Cultural Context
- SBLM4033 Malay Literature

E) INTERACTIVE MULTIMEDIA

- SGDM4013 Graphic and Animation Development in Education
- SGDM4023 Audio and Video Development for Education
- SGDK4043 Information Technology Pedagogy

TEACHING PRACTICE (8 CREDIT HOURS)

- SGDX4018 Teaching Practice



POSTGRADUATE DIPLOMA IN HIGHER EDUCATION LEARNING AND TEACHING

SPECIFIC ADMISSION REQUIREMENT

Applicants for Postgraduate Diploma in Higher Education Learning and Teaching (PGDHELT) must fulfil the following criteria for admission:

- i. A Bachelor's Degree with Honours from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate at least with CGPA 2.75 and above; OR
- ii. A Bachelor's Degree with CGPA less than 2.75 from Universiti Utara Malaysia or any other institution of higher learning with at least five (5) years working experience in a related field; or
- iii. Diploma from any higher learning institution recognized by the University Senate at least with ten (10) years working experience in a related field and with aged thirty (30) and above; or
- iv. any other equivalent qualification recognized by the University Senate.

PROGRAMME STRUCTURE

Postgraduate Diploma in Higher Education Learning and Teaching (PGDHELT) is a 30-credit-hour programme, which comprises the following components:

EDUCATION FOUNDATION (9 CREDIT HOURS)

SGHE5043	The New Academia
SGHE5053	Understanding Learners
SGHE5073	Coaching, Mentoring & Supervision

DISCIPLINE CORE (12 CREDIT HOURS)

SGHE5013	Curriculum for Higher Education
SGHE5023	Instructional Delivery in Higher Education
SGHE5033	Assessment in Higher Education
SGHE5083	Teacher Scholar

ELECTIVE (3 CREDIT HOURS)

SGHE5063	Supporting Holistic Student Development
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PROFESSIONAL PRACTICE (6 CREDIT HOURS)

SGHX5996	Professional Practice
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OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS



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).

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PROGRAMMES OFFERED

UUM SINTOK

(a) Programmes offered by the OYAGSB

NO.	PROGRAMME	PROGRAMME STRUCTURE
1.	Doctor of Philosophy (PhD) – fields of study: <ul style="list-style-type: none">▪ Business Information System▪ Leadership and Organizational Behaviour▪ Consumer and Market Analysis▪ Financial Analysis and Policy▪ Innovation and Entrepreneurship▪ Industrial and Development Economics	✓ 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)

NO.	PROGRAMME	PROGRAMME STRUCTURE	SCHOOL
1.	Doctor of Philosophy (PhD)	✓ Research	All schools
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	
6.	Master of Human Resource Management (MHRM)	✓ Coursework ✓ Research	
7.	Master of Science (Occupational Safety and Health Management)	✓ Coursework ✓ Research	School of Business Management (SBM)
8.	Master of Science (Management)	✓ Coursework ✓ Research	



NO.	PROGRAMME	PROGRAMME STRUCTURE	SCHOOL
9.	Master of Science (Islamic Finance)	✓ Research	Islamic Business School (IBS)
10.	Master of Science (Islamic Banking)	✓ Research	
11.	Master of Islamic Business Studies (MIBS)	✓ Coursework ✓ Research	
12.	Master in Islamic Finance and Banking (MIFB)	✓ Coursework	
13.	Master of Science (Operation Management)	✓ Research	School of Technology Management and Logistics (STML)
14.	Master of Science (Technology Management)	✓ Research	
15.	Master of Science (Accounting)	✓ Research	
16.	Master of Science (International Accounting)	✓ Coursework	Tunku Puteri Intan Safinaz School of Accounting (TISSA)
17.	Master of Taxation	✓ coursework	

OFF-CAMPUS CENTRE

OYAGSB and UUM College and Business also offer postgraduate programmes by **coursework** at the following off-campus centre:

No.	Off-campus Centre	Programme
1.	OYAGSB Kuala Lumpur	Doctor of Business Administration (DBA) Master of Business Administration (MBA)
2.	UUM Kuala Lumpur (UUMKL)	Master of Science (Finance)
		Master of Science (Management)
		Master of Science (Occupational Safety and Health Management)
		Master of Human Resource Management (MHRM)
		Master in Islamic Finance and Banking (MIFB)



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 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 three (3) 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):

No.	School	Research Field
1	Othman Yeop Abdullah Graduate School of Business (OYAGSB)	<ul style="list-style-type: none">▪ Business Information System▪ Leadership and Organizational Behaviour▪ Consumer and Market Analysis▪ Financial Analysis and Policy▪ Innovation and Entrepreneurship▪ Industrial and Development Economics
2	School of Business Management (SBM)	<ul style="list-style-type: none">▪ Entrepreneurship▪ Healthcare Management▪ Human Resource Management▪ Management▪ Management Information System▪ Marketing▪ Occupational Safety and Health Management
3	School of Economics, Finance & Banking (SEFB)	<ul style="list-style-type: none">▪ Agribusiness▪ Economics▪ Banking▪ Finance▪ Risk Management
4	Tunku Putri Intan Safinaz School of Accountancy (TISSA)	<ul style="list-style-type: none">▪ Accounting▪ Taxation
5	School of Technology Management and Logistics (STM)	<ul style="list-style-type: none">▪ Technology Management▪ Operation Management▪ Logistics Management▪ Project Management▪ Quality Management



No.	School	Research Field
6	Islamic Business School (IBS)	<ul style="list-style-type: none">▪ 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 and the respective schools 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
BDMN8033 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. They shall produce at least one (1) case study or 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

4. The article or case study is produced individually or can be co-authored only with and consented by the supervisor(s).
5. The article or case study accepted or published must be based on the DBA candidate's research topic.
6. The article or case study must be accepted or published during the candidacy.
7. The article or case study must be accepted or published before a viva-voce session



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):

1. ACCOUNTING

- OKMA6023 Accounting Fraud And Forensic Investigation
- OKMA6033 Contemporary Issues in Accounting

2. ISLAMIC BANKING AND FINANCE

- OWFF6013 Islamic Financial Markets, Instruments and Institution
- OWFF6023 Contemporary Islamic Banking

3. BUSINESS ANALYTICS

- OJMT6023 Data Mining for Business Applications
- OJMT6033 Data Visualization for Consumer Insights

4. ENTREPRENEURSHIP, CREATIVITY AND INNOVATION

- OPME6023 Entrepreneurship Development
- OPME6033 Entrepreneurship and Strategy



5. OPERATION AND SUPPLY CHAIN MANAGEMENT

OJMP6023 Global Supply Chain Management

OJMP6033 Logistics Management

6. HUMAN RESOURCE MANAGEMENT

OPMH6023 Leadership in Organization

OPMH6033 Organizational Change Management

7. 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 in three (3) alternative modes: a) coursework, b) coursework and dissertation, and c) full research.

(A) Coursework

Students are required to complete at least 40 credit hours which comprise the following:

CORE COURSES (19 CREDIT HOURS)

- BEEB5053 Microeconomics Analysis
- BEEB5063 Macroeconomics Analysis
- BEEQ5114 Applied Econometrics
- BEER6013 Research Methods in Economics
- BEED5113 Malaysian Economics Management
- BEEB5073 Contemporary Issues in Economics

ELECTIVE COURSES (12 CREDIT HOURS)

Choose any four (4) courses from the list below:

- BEET5133 Global Trade and International Financial Issue
- BEEM5123 Banking and Financial Economics
- BEEI5153 Labour Market Analysis
- BEEE5133 Environmental and Natural Resource Economics
- BEES5013 Economics of Strategy
- BEEH5013 Economics of Happiness
- BEEP5133 Project Management

PROJECT PAPER (9 CREDIT HOURS)

- BEEZ6999 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)

- BEEB5053 Microeconomics Analysis
- BEEB5063 Macroeconomics Analysis
- BEEQ5114 Applied Econometrics
- BEER6013 Research Methods in Economics
- BEED5113 Malaysian Economics Management
- BEEB5073 Contemporary Issues in Economics

DISSERTATION (21 CREDIT HOURS)

- BEEZ69921 Dissertation



(C) Research

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. **BEER6013 Research Methods in Economics** 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. Produce at least one (1) article which is accepted for publication in a refereed journal.
4. Attend a viva voce session to defend their thesis, per requirements 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.
5. Submit a written thesis :
 - a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
 - b. Before binding the final thesis, students should obtain approval (or signature) from the School/Graduate School for certification of the thesis.
 - c. Student should prepare 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:

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

INVESTMENT MANAGEMENT

- BWFF5043 International Financial Management
- BWFF5063 Financial Risk Management
- BWFF5073 Advanced Financial Modelling
- BWFN5023 Portfolio Theory
- BWFN5033 Fixed Income Securities

BANKING

- BWBB5093 Bank and Financial Institutions Management
- BWBB5103 Advanced Business Lending
- BWBB5113 Risk Management in Banking and Financial Institutions
- BWBB5063 International Trade and Banking Practices
- BWBB5083 Marketing of Financial Services



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 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
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(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;
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 - 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
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(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
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 - 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
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 - 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)

- | | |
|----------|---|
| BIEE5013 | Islamic Economics |
| BIFF5063 | Islamic Financial Markets, Instruments and Institutions |
| BISS5033 | Deduction Method and Maqasid Shariah for Business |
| BPMN6023 | Strategic Management |
| BPMN6073 | Research Methodology |
| BWFF5013 | Corporate Financial Management |
| BWSB5053 | Contemporary Islamic Banking |
| BWSS5023 | Islamic Financial Contracts and Maxims |

ELECTIVE COURSES (6 CREDIT HOURS)

Choose any two (2) courses from the list below:

- | | |
|----------|---|
| BIBB5043 | Management and Governance of Islamic Banking |
| BIFF5053 | Islamic Wealth Planning and Management |
| BWBB5023 | Treasury Management in Financial Institutions |
| BWRR5043 | Islamic Risk Management |

RESEARCH PAPER (12 CREDIT HOURS)

- | | |
|-----------|----------------|
| BPMZ69912 | Research Paper |
|-----------|----------------|



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 (30 CREDIT HOURS)

- BPMN6073 Research Methodology
- BPMN6023 Strategic Management
- BKAR5033 Seminar in International Accounting
- BKAR5043 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
- BKAR5063 Financial Statement Analysis
- BKAA5013 Issues in Auditing and Investigation

ELECTIVE COURSES (6 CREDIT HOURS)

Choose any 2 courses from the list below:

- BKAL5033 Seminar in Corporate Governance
- BKAM5043 Strategic Management Accounting
- BKAS5033 Information System in Control and Audit
- BKAM5033 Financial Modeling
- BKAT5053 Goods and Services Tax in Selected Industries
- BKAT5063 Indirect Taxes: Governance and Issues
- BKAT5073 Indirect Tax Audit and Investigation

PROJECT PAPER (6 CREDIT HOURS)

- BPMZ6996 Project Paper



MASTER IN TAXATION

PROGRAMME STRUCTURE

Master in Taxation is offered by coursework with 42 credit hours which comprise the following:

CORE COURSES (30 CREDIT HOURS)

- BPMN6073 Research Methodology
- BPMN6023 Strategic Management
- BKAR5043 Financial Accounting Theory & Reporting Practices
- BKAM5023 Management Accounting and Control System
- BKAT5023 Contemporary Issues in international
- BKAT5033 Tax Accounting & Auditing for Companies
- BKAT5043 Selected Issues in Corporate Taxation
- BKAT5053 Goods and Services Tax in Selected Industries
- BKAT5063 Indirect Tax: Governance & Issues
- BKAT5073 Indirect Tax: Audit & Investigation

ELECTIVE COURSES (6 CREDIT HOURS)

Choose any 2 courses from the list below:

- BKAS5013 Seminar in Accounting Information System
- BKAA5013 Issues in Auditing and Investigation
- BKAR5033 Seminar in International Accounting
- BWFF5043 International Financial Management
- BKAR5063 Financial Statement Analysis
- BKAM5033 Financial Modelling
- BKAL5033 Seminar in Corporate Governance
- BKAM5033 Strategic Management Accounting
- BKAS5033 Information System Control & Audit

PROJECT PAPER (6 CREDIT HOURS)

- BPMZ6996 Project Paper



MASTER OF SCIENCE (RISK MANAGEMENT)

PROGRAMME STRUCTURE

Master of Science (Risk Management) is a 42-credit-hour programme that comprises the following courses.

CORE COURSES (21 CREDIT HOURS)

- BWFF5013 Corporate Financial Management
- BWRR5063 Risk and Insurance
- BWRR5013 Risk Management
- BWRR5023 Enterprise Risk Management
- BWRR5073 Risk Assessment and Decision Making
- BWRR5083 Business Continuity and Crisis Management
- BEER6013 Research Methods in Economics

ELECTIVE COURSES (12 CREDIT HOURS)

Choose any four (4) courses from the list below:

- BPMN 6023 Strategic Management
- BWBB 5133 Risk Management in Financial Institution
- BWFF 5053 Advanced Corporate Financial Management
- BWFF 5063 Financial Risk Management
- BWFF 5093 Corporate Governance
- BWRR 5043 Islamic Risk Management
- BWRR 5053 Employee Benefits Management
- BWRR 5093 Risk Management in Public and Non-Profit Organization
- BWRR 5103 Sustainability Risk Management
- BWRR 5113 Project Risk Management

PROJECT PAPER (9 CREDIT HOURS)

- BWRR5119 Project 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 **nine (9)** to **fifteen (15) trimesters**.

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) trimesters 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 colloquiums arranged by the Graduate School;
- 3) They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
 Option A: Publish at least one (1) case study;
 Option B: Produce at least one (1) article, which is published in a refereed journal



Option C: Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM

- 4) The article or case study is produced individually or can be co-authored only with and consented by the supervisor(s).
- 5) The article or case study accepted or published must be based on the D.Mgmt candidate's research topic.
- 6) The patented product must be the output from the D.Mgmt candidate's research topic.
- 7) The article or case study must be accepted or published during the candidacy.
- 8) The article or case study must be accepted or published before a viva-voce session.
- 9) The patented product must be registered during the candidacy or before the viva voce session.

GHAZALI SHAFIE
GRADUATE SCHOOL OF GOVERNMENT



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.

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PROGRAMMES OFFERED

UUM SINTOK

NO.	PROGRAMME	PROGRAMME STRUCTURE
1	Doctor of Philosophy (PhD) – fields of study: <ul style="list-style-type: none">▪ Environmental Studies▪ International Business/Studies▪ Law▪ Nationhood Studies▪ Political Science▪ Public/Development Management▪ Sociology▪ Strategic Studies▪ Tourism and Hospitality Management▪ Islamic Jerusalem Studies▪ Border Management▪ Peace and Conflict Transformation	✓ Research
2	Master of Public Management (MPM)	✓ Coursework ✓ Mixed mode ✓ Research
3	Master of Arts (Sociology)	✓ Research
4	Master of Law	✓ Research
5	Master of Human Resource Law	✓ Coursework
6	Master of Commercial Law	✓ Coursework
7	Master of Corporate Law	✓ Coursework
8	Master in Tourism Management	✓ Coursework ✓ Mixed mode
9	Master of Science (International Business)	✓ Coursework ✓ Research
10	Master of Science (Strategic Studies)	✓ Coursework
11	Master of Arts (Political Science)	✓ Research
12	Master of Arts (International Relations)	✓ Research
13	Master of Arts in Nationhood Studies	✓ Coursework
14	Master in International Political Economy	✓ Coursework



OFF-CAMPUS CENTRE

Ghazali Shafie Graduate School of Government also offers postgraduate programmes by **coursework** at the following off-campus centre:

No.	Off-campus Centre	Programme
1.	UUM Kuala Lumpur (UUMKL)	Master of Public Management
		Master of Human Resource Law
		Master of Science (International Business)



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 colloquiums/symposiums set by the Ghazali Shafie Graduate School of Government/respective Schools;
2. present and defend their research proposals successfully.

RESEARCH FIELDS

School	Research Fields	Specializations Offered (but not limited to)
Government	Public Management	<ul style="list-style-type: none">• Public Management/Administration
	Sociology	<ul style="list-style-type: none">• Sociology• Political Sociology
	Malaysian Studies	<ul style="list-style-type: none">• Political Studies
Law	Law	<ul style="list-style-type: none">• Corporate Law• Commercial Law• Human Resource Law• International Trade law• Medical Law• Bioethics Law• Administrative Law• Constitutional Law• Criminal and Justice Law• Maritime Law• Intellectual Property Law• Family Law• Security Law• Insurance Law• Environmental Law• Probate and Administrative Law• Islamic Laws• Islamic Banking Law



School	Research Fields	Specializations Offered (but not limited to)
Tourism, Hospitality and Environmental Management	Tourism and Hospitality Management	<ul style="list-style-type: none"> • Tourism Management • Hospitality Management
International Studies	Political Science	<ul style="list-style-type: none"> • Political Science • Southeast Asian Politics • Border Management • Peace and Conflict Transformation
	Nationhood Studies	<ul style="list-style-type: none"> • Nationhood Studies
	Strategic Studies	<ul style="list-style-type: none"> • Strategic Studies
	International Relations	<ul style="list-style-type: none"> • International Relations • International Political Economy • International Trade • Southeast Asian History
	International Business	<ul style="list-style-type: none"> • 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 |
| GMUL5043 | Legal and Ethical Issues in Human Resource Management |
| GMUL5063 | 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

C) 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) trimesters 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) trimesters 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 IN TOURISM MANAGEMENT

PROGRAMME STRUCTURE

Master in Tourism Management offered in two (2) structures; coursework, mixed mode (coursework and dissertation).

(A) COURSEWORK

Master in Tourism Management is offered by coursework. Students have to fulfil at least 41 credit hours which comprise the following courses:

CORE COURSES (32 CREDIT HOURS)

- GMUL5063 Ethics, Law and Corporate Social Responsibility
- GHHZ5064 Tourism and Hospitality Research Methodology
- GHHZ5013 Sustainable Tourism Business
- GHHZ5023 Destination Marketing Management
- GHZZ5043 Leadership and Entrepreneurship in Tourism
- GHHZ5054 Tourism Policy, Planning and Development Analysis
- GHPP5063 Heritage Tourism Management
- GHHZ5073 Seminar in Emerging Issues in Tourism
- GHHZ5123 Community-Based Tourism
- GHHZ5233 Strategics Event Management

ELECTIVE COURSES (3 CREDIT HOURS)

Choose any one (1) course from the list below:

- GHHZ5113 Managing Natural Resources in Tourism
- GHHZ5213 Event Management in Spot and Recreation
- GHHZ5223 Festivals and Special Event Management
- GHHZ5133 Health and Wellness Tourism Management
- GHZZ5033 Corporate Event Management

RESEARCH PAPER (6 CREDIT HOURS)

- GHHZ6996 Project Paper



(B) Coursework and Dissertation

Master in Tourism Management is offered by coursework and dissertation. Students have to fulfil at least 42 credit hours which comprise the following courses:

CORE COURSES (18 CREDIT HOURS)

- SCLE6014 Academic Writing
- GMUL5063 Ethics, Law and Corporate Social Responsibility
- GHHZ5064 Tourism and Hospitality Research Methodology
- GHHZ5054 Tourism Policy, Planning and Development Analysis
- GHHZ5073 Seminar in Emerging Issues in Tourism

ELECTIVE COURSES (3 CREDIT HOURS)

Choose any one (1) course from the list below:

- GHHZ5113 Managing Natural Resources in Tourism
- GHHZ5213 Event Management in Sport and Recreation
- GHHZ5223 Festivals and Special Event Management
- GHHZ5133 Health and Wellness Tourism Management
- GHZZ5033 Corporate Event Management

DISSERTATION PAPER (21 CREDIT HOURS)

- GHHZ6930 Dissertation



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)

- BPBM6073 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) trimesters 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)

- GFPZ6996 Project Paper



MASTER OF ARTS (NATIONHOOD STUDIES)

PROGRAMME STRUCTURE

Master of Arts in 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
- GFPP5213 Propaganda and Persuasion in International Relations

RESEARCH PAPER (12 CREDIT HOURS)

- GFPZ69912 Research Paper



MASTER IN INTERNATIONAL POLITICAL ECONOMY

PROGRAMME STRUCTURE

Master in International Political Economy is offered by coursework. Students have to fulfil at least 42 credit hours which comprise the following courses:

CORE COURSES (24 CREDIT HOURS)

- GFPP5204 Theories of International Political Economy
- GFPP5264 International Trade and International Finance
- GFPP5274 Political & Economic Risk Analysis
- GFPP5294 Geopolitics of Multinational Firms
- GFPP5314 Political Economy of Development and State Building
- GFPP5334 Research Methodology for International Relations

ELECTIVE COURSES (12 CREDIT HOURS)

Choose any three (3) courses from the list below:

- GFPP5214 Non-Traditional Security Issues
- GFPP5224 Contemporary Strategic Issues
- GFPP5304 Global Energy Politics
- GFPP5324 International Environmental Issues
- GFPP5344 Political Economy of Emerging Markets
- GFPP5354 China & India in a Globalized World
- GFPP5364 Regional Organizations and Issues
- BFMA5263 International Strategic Management

RESEARCH PAPER (6 CREDIT HOURS)

- GFPP6336 Project 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 and Hospitality 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) trimesters 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.



Section 6: Guide For Thesis, Dissertation, Research Paper And Project Paper (TDRP)



GUIDE FOR THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

	THESIS (FULL RESEARCH PROGRAMME)		DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
	DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)
CONTRIBUTION						
• To methodology • To theory	New/extended methodology and/or new/ extended theory OR Applied methodology/ theory with exhaustive samples/ large scale scope	Extended methodology and/or theory OR Applied methodology/ theory applicable to a particular industry	Extended/ applied methodology and/or extended/ applied theory	Extended/ applied methodology and/or extended/ applied theory	Applied methodology and/or theory	Applied methodology and/or theory
• Originality	Yes	Yes	No	Yes	No	No
• To practice • To social aspects	Practice or social aspects	More towards practice	Practice or social aspects	Practice or social aspects	Practice or social aspects	Practice or social aspects
SCOPE						

THESSIS (FULL RESEARCH PROGRAMME)		DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	PROJECT PAPER (6 - 9 credit hours)
• Sampling	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen
• Data analysis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis
• Prototype	Working	Working	Working	Working	Working
Development Scope (applicable to programme related in Information Technology, Intelligent System & Technopreneurship)					
EVALUATION/ ASSESSMENT	• Proposal defence	Yes	Yes	Yes	No
• Number of examiners in proposal defence	2 Internal Examiners	2 Internal Examiners	2 Internal Examiners	2 Internal Examiners	No (informal with supervisor)
• Viva voce/Final Examinations	Yes	Yes	Yes	Yes	None
					None

		THESIS (FULL RESEARCH PROGRAMME)		DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)	
• Number of examiners in viva voce	1 Internal Examiner & 1 External Examiner Note: For UUM staff – 2 External Examiners and no Internal Examiner	1 Internal Examiner & 1 External Examiner Note: For UUM staff – (can be appointed from industry) Note: For UUM staff – 2 External Examiners and no Internal Examiner	1 Internal Examiner & 1 External Examiner Note: For UUM staff – – 2 External Examiners and no Internal Examiner for MSc. (Technopreneurship) – 1 Internal Examiner & 1 External Examiner from Industry	1 Internal Examiner & 1 External Examiner	2 Internal Examiners	At least 1 Internal Examiner	At least 1 Reviewer
• Result is given by	Thesis Examination Board	Thesis Examination Board	Thesis Examination Board	Thesis Examination Board	Supervisor (60%) and Internal Examiner (40%)	Supervisor – 60% & Reviewer – 40% (except programme offered at SEML where, result is 100% given by supervisor)	Master
• 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)	Doctoral (at least 2 years)	Master	Master
REPORT							

THESES (FULL RESEARCH PROGRAMME)		DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)
• Pages/words	Not exceeding 100k words	Not exceeding 100k words	Not exceeding 60k words	Not exceeding 45k words	Not exceeding 30k words
• Colour of the thesis cover	Maroon	Red	Green	Dark Brown	Blue Black
RESULT	<ul style="list-style-type: none"> ❖ Pass ❖ Pass with minor revision ❖ Pass with major revision ❖ Reschedule Examination (Revival) ❖ Master of Philosophy (MPhil.) ❖ Fail 	<ul style="list-style-type: none"> ❖ Pass ❖ Pass with minor revision ❖ Pass with major revision ❖ Reschedule Examination (Revival) ❖ Fail 	<ul style="list-style-type: none"> ❖ Pass ❖ Pass with minor revision ❖ Pass with major revision ❖ Reschedule Examination (Revival) ❖ Fail 	<ul style="list-style-type: none"> ❖ Pass ❖ Pass with minor revision ❖ Pass with major revision ❖ Reschedule Examination (Revival) ❖ Fail 	<ul style="list-style-type: none"> ❖ High Distinction (90 – 100) ❖ Distinction (75 – 89) ❖ Credit (60 – 74) ❖ Pass (55 – 59) ❖ Fail (0 – 54)
PERIOD OF COMPLETION		N/A	N/A	2 trimesters	1 trimester
• Minimum		Until maximum period of study			
• Maximum					Until maximum period of study (For MBA Programme maximum two trimesters)



Section 7:

Guide For UUM Code Of Ethics

For Student Research And

Academic Writing





PART I

PRINCIPLES AND PRACTICES IN RESPONSIBLE RESEARCH

1. Interpretation

In this Code, unless the context otherwise requires

Academic review means impartial and independent assessment of research by others working in the same or a related field.

Authorship means rights that belong to the creator of an original work including literary, musical and artistic works, films, sound recordings, and broadcasts.

Code means UUM Code of Ethics for Student Research and Academic Writing.

Collaborative research means collaboration within and between institutions both domestically and internationally.

Conflict of interest means the existence of a divergence between the individual interest of a person and his professional responsibilities.

Plagiarism means using the works of others and communicating as if they are the student's own work. Plagiarism is one form of intellectual theft and it can come in many ways, including deliberate fraud or taking from other sources without due acknowledgment of the original author.

Policy means the Plagiarism Policy as used in UUM Code of Ethics for Student Research and Academic Writing.

Research means original investigation undertaken to gain knowledge, understanding and insight in pursuit of obtaining degrees offered by the university.

Research misconduct means any conduct which includes fabrication, manipulation, plagiarism, deception in proposing and carrying out or reporting the results of the research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow research proposals as approved by the research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment. It also includes the wilful concealment or facilitation of research misconduct by others.

Risk of harm caused by plagiarism includes discredit to authors, negating the value of work, giving rise to the launching of an internal disciplinary procedure, and if proven may lead to the revocation of the degree and may disgrace the university.

Student is a person who has registered for an academic programme at this University.

Supervisor is a person appointed to supervise a student's thesis/dissertation/ research paper/ project paper.

University means Universiti Utara Malaysia



2. General Principles of Responsible Research

- (1) Responsible research is encouraged and guided by the research culture of the university. A strong research culture will demonstrate:
 - i. honesty and integrity;
 - ii. respect for human research participants, animals and the environment;
 - iii. good stewardship of public resources used to conduct the research;
 - iv. appropriate acknowledgement of the role of others in research;
 - v. responsible communication of results; and
 - vi. compliance with relevant laws.
- (2) The responsibilities of the University in encouraging responsible research conduct are:
 - (i) in promoting responsible conduct of research, the university is expected to:
 - (a) promote awareness of all legislations, guidelines, codes, handbooks and policies related to conducting of the research;
 - (b) provide documents setting out clearly the policies and procedures based on this Code;
 - (c) actively encourage mutual cooperation with open exchanges of ideas between peers, and respect freedom of expression and inquiry; and
 - (d) maintain a climate in which responsible and ethical behavior is practised.
 - (ii) The university should inspire students to employ ethical conduct in producing good quality research by complying to this code in minimizing the risk of harm for all involved and enhancing the reputation of the institution.
 - (iii) The university should provide research induction, formal training and continuing education for all staff, supervisors and students.
- (3) Responsibilities of students towards responsible research conduct, include:
 - (i) Maintaining high standards of responsible research.
Students must foster and maintain a research environment of intellectual honesty, integrity, scholarly and scientific rigour. Students should maintain responsible conduct by:
 - (a) respecting the truth and the rights of those affected by their research;
 - (b) managing conflicts of interest so that ambition and personal advantage do not compromise ethical or scholarly considerations;
 - (c) adopting methods appropriate for achieving the aims of each research proposal;
 - (d) abiding proper practices for safety and security;
 - (e) citing awards, degrees conferred and research publications accurately, including the status of any publication, such as under review or in press;



- (f) abiding the principles of this Code and avoiding departures from the responsible conduct of research; and
- (g) conforming to the policies adopted by the university and bodies funding the research.
- (ii) Reporting research responsibly
(Refer to the Plagiarism Policy in Part III).
- (iii) Ethical Conduct of research participants
Students must comply with ethical principles of integrity, of justice, of beneficence, respect research participant, and must obtained written approval from the Ethics Committees and relevant parties.
- (a) Humans
All research projects involving human and human specimens should ensure a balance between the need for research on human beings and human dignity. These should include the following:
- i. respecting human dignity, individuality and confidentiality;
 - ii. getting the permission or consent in writing;
 - iii. minimizing harm and maximizing benefits;
 - iv. protecting vulnerable individuals who need extra protection;
 - v. subjecting to review and approval of the appropriate or respective Ethics Committee or body recognized by the university; and
 - vi. subjecting to Malaysian laws.
- (b) Animals
All research projects that use animals and animal specimens shall ensure that the balance between the need to undertake research and respecting the dignity of animals is maintained. All researchers therefore must:
- i. respect animal welfare by minimizing hunger and thirst pangs, pain and injury, fear and suffering and allow the animals to show their natural behaviour;
 - ii. minimize the number of animals used for research and replace the animals (if possible) with other alternatives;
 - iii. ensure their research is subjected to be reviewed and approved by the appropriate or respective Ethics Committee or body recognized by the university.
- (c) Environment
Students should conduct their research so as to minimize adverse effects on the wider community and the environment.
- (iv) Reporting research misconduct
A student who considers that research misconduct may have occurred must act in a timely manner, with regard to this Code.



3. Management of Research Data

(1) Responsible conduct of research includes the proper management and retention of the research data. The central aim is that sufficient data are retained to justify the outcome of the research and to defend its integrity when challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult to conduct or impossible to be repeated.

(2) Responsibility of UUM schools

The university should:

- (i) have a comprehensive policy to guide students in the management and usage of research data, including storage, access, ownership and confidentiality;
- (ii) provide secure research data storage and record-keeping facilities;
- (iii) ensure the security and proper inventory of the relevant research data and materials as well as the place of storage:
 - (a) the process should ensure that students are informed of relevant confidentiality agreements and restrictions on the use of research data;
 - (b) computing systems should be secure, and information technology personnel should understand their responsibilities for network security and access control;
 - (c) holders of primary data, including electronic forms, should be responsible for their security and access.

(3) Responsibility of students as researchers

They must:

- (i) take account of professional standards, legal requirements and contractual arrangements in managing and maintaining research data;
- (ii) make data available for use by other researchers unless this is prevented by ethical, intellectual property, privacy or confidentiality matters;
- (iii) retain all relevant data so that if the results of the research are challenged, the matter can be resolved. Research records that may be relevant to allegations of research misconduct must not be destroyed;
- (iv) manage research data in accordance with the policy of the university. To achieve this, students should:
 - (a) keep clear and accurate records of the research methods and data sources, including any approval granted, during and after the research process;
 - (b) ensure the security of the research data in the course of undertaking research;
 - (c) provide the same level of care and protection to primary research records, such as laboratory notebooks, similar to the case accorded to analysed research data;
 - (d) retain research data, including electronic data, in a durable, indexed and retrievable as prescribed in the Limitation Act 1953;



- (e) maintain catalogues of research data in an accessible form;
- (f) manage research data according to ethical protocols and relevant legislation.
- (v) Students, who have been authorised to access confidential information must maintain its confidentiality. Confidential information must only be used in ways agreeable to those who provide it. Particular care must be exercised when confidential data are made available for discussion.

4. Responsible Research, Publication and Dissemination of Findings

- (1) Responsible research writing, publication and dissemination of research findings are important parts of the research process.
- (2) Responsibility of the university
 - The university should implement the following activities:
 - (i) promote responsible research, publication and dissemination of findings by promoting an environment of honesty, integrity, accuracy and responsibility;
 - (ii) inform all relevant parties to the research of the nature and scope of confidentiality agreements;
 - (iii) maintain a policy that protects the intellectual property rights of the institution, the students, and the sponsors;
 - (iv) encourage the sponsors of research to utilize the research findings;
 - (v) assist the dissemination of research findings to the wider public.

- (3) Responsibility of students

The students should:

- (i) disseminate their research as broadly as possible;
- (ii) comply with any relevant laws relating to intellectual property, cultured values and historically sensitive data;
- (iii) take reasonable actions to ensure that their findings are accurate and properly reported. Any misleading or inaccurate statements about research findings must be corrected as soon as possible;
- (iv) avoid publishing similar works in several publications. An author whose work is submitted substantially similar to work previously published or otherwise to more than one publishers, should disclose it at the time of submission and obtain permission from the previous publisher;
- (v) acknowledge the sponsor for funding sources of the research;
- (vi) register clinical trials with recognized registered bodies; and
- (vii) inform the university of the requirements, conditions and restrictions to communicate their research findings to the audience.

5. Academic Review

- (1) An academic review provides expert scrutiny of a project, helps to maintain high standards and encourages accurate, thorough and credible research reporting.



- (2) An academic review is important in the detection of fabrication and fraud in research. However, on its own, it cannot ensure research integrity.
- (3) Responsibility of the university
 - (i) The university should recognize the importance of the academic review process and encourage and support researchers to participate in the peer review process.
 - (ii) Members involved in the academic review should take the following action:
 - (a) act fairly and timely in their review;
 - (b) act in confidence and not disclose the content or outcome of any process in which they are involved;
 - (c) avoid and declare all conflicts of interest in the review process;
 - (d) do not take undue or calculated advantage of knowledge obtained during the review process;
 - (e) ensure that they are informed about, and comply with, the criteria to be applied;
 - (f) do not agree to participate in any review process outside their area of expertise;
 - (g) give proper consideration to research that challenges or changes accepted ways of thinking.
- (4) Responsibility of the students
 - (i) Do not influence the process or outcome of the academic review.
 - (ii) Respect the confidentiality and independence of the academic review panel.
 - (iii) Attend the review session and present their research contributions.

6. Authorship

- (1) Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:
 - (i) the conception and design of the project;
 - (ii) the analysis and interpretation of the research data;
 - (iii) drafting significant parts of the work or critically revising it so as to contribute to the interpretation.
- (2) A person who qualifies as an author must not be included or excluded as an author without their permission. This should be in writing, and include a brief description of their contributions to the work.
- (3) The editor of a significant collective work or anthology has responsibilities analogous to those listed above for authorship and, in such cases criteria that apply "author" apply to "editor".



(4) Responsibility of the students

- (i) Collaborating students should agree on the authorship of a publication at an early stage in the research project and should review their decisions periodically.
- (ii) Publication of joint research must offer authorship to all contributors.
- (iii) Authorship should not be offered to those who do not contribute to the research. For example, none of the following contributions, in and of themselves, justifies the inclusion of a person as an author:
 - (a) being head of department, holding other positions of authority, or being a personal friend of the authors;
 - (b) providing a formatting/proofread contribution but no other intellectual input to the project or publication;
 - (c) providing data that has already been published or materials obtained from third parties, but with no other intellectual input.
- (iv) Students must ensure that all those who have contributed to the research, facilities or materials are properly acknowledged, such as research assistants and technical writers.
- (v) Authors should take the responsibility for the publication's content and must be clearly identified in the publication.

7. Conflict of Interest

- (1) The university and the students should avoid conflict of interest in application and interpretation of the research data.
- (2) Conflict of interest has the potential to compromise judgments and decisions that should be made impartially. Such compromise could determine public trust and confidence in research work.
- (3) Responsibility of the university

The university's policy for managing conflict of interest should:

 - (i) ensure that the policy is clearly written and readily available to all stakeholders;
 - (ii) encourage full disclosure of circumstances giving rise to the conflict of interest;
 - (iii) ensure the party in conflict not to participate in the decision-making processes;
 - (iv) take minutes and record the proceedings of the conflict of interest; and
 - (v) ensure that there is a policy for managing conflict of interest that arise in collaborative research.
- (4) Responsibility of the students
 - (i) Students are responsible for the following:
 - (a) read and understand the policies of the UUM Schools;
 - (b) maintain records of all relevant activities that may lead to conflict of interest in their research;



- (c) report to the university or withdraw if the students are appointed as members of a university committee or its equivalent, that should raise conflicts of interest; and
- (d) disclose any actual or apparent conflict of interest as soon as it becomes apparent.

8. Collaborative Research Across Institutions

- (1) The university and the students should comply with the policy concerning collaborative research.
- (2) Responsibility of the university

The university should initiate the following measures:

- (i) enter into an agreement with the partner(s) on the management of the research.
 - (ii) ensure that the agreement is in writing covering the issue of intellectual property, confidentiality, sharing commercial returns, responsibility for ethics, safety and reporting to appropriate agencies.
 - (iii) the agreement may be signed by the Vice-Chancellor, or any authorized person, and all parties.
 - (iv) ensure that researchers and students are aware of, and understand, the policy and agreements governing joint research collaboration.
 - (v) identify a person to be involved in the management of research data and other items to be retained at the end of the project from the collaborating parties.
- (3) Responsibility of the students
- Students should observe the following:
- (i) Comply with all policies and written agreements related to the project.
 - (ii) Disclose to the university authorities as soon as possible any actual or apparent conflict of interest related to any aspect of the project.



PART II

RESEARCH MISCONDUCT

9. General

- (1) Principles relating to research misconduct contained in this part are intended to ensure the findings of fact, if any, on the alleged research misconduct that has occurred.
- (2) Affected parties must be treated fairly and the situation remedied, and appropriate steps taken to maintain public confidence in the research endeavour.
- (3) Responsibility of the university

The university should observe the following:

- (i) the university should have a written policy on receiving complaints or allegations related to student research;
- (ii) when a complaint is lodged against a student, the university may respond by taking any of the following steps:
 - (a) a discreet investigation;
 - (b) a formal inquiry;
 - (c) imposition of a sanction or penalty;
 - (d) actions to remedy the situation; and
 - (e) seek advice from expert groups and release appropriate public statements.
- (iii) a student who is the subject of an allegation must be treated fairly and be provided with opportunities to respond to the allegations in writing.
- (iv) the university should establish a Student Research Misconduct Committee (SRMC).
- (v) the functions of SRMC are as follows:
 - (a) deal with student research ethical issues including carrying out investigations or assessment of the student research misconduct allegation;
 - (b) advise any staff member on the research misconduct issue;
 - (c) advise students who have been alleged of research misconduct.
- (vi) SRMC should consist of experienced and knowledgeable people appointed by the respective UUM School Deans. The committee should comprise of:
 - (a) a Chairman (Dean or any authorised person);
 - (b) two (2) representatives from the field of expertise on the matter in dispute from the respective school;
 - (c) one (1) representative from any UUM staff who has qualifications in law;
 - (d) one (1) representative from another school; and
 - (e) the Assistant Registrar of the school concerned as the secretary.
- (vii) a member of SRMC must not participate in dealing with any case if he or she has a conflict of interest.
- (viii) the duties of SRMC are as follows:



- (a) investigate the alleged misconduct;
- (b) refer the matter directly to the parties regarding the allegation that has been made;
- (c) to ensure procedural fairness, the allegations of research misconduct must be stated clearly in writing; the person facing the allegations has the right to be heard, and the members of SRMC must be free from bias or preconception;
- (d) provide its findings, and the reasons for those findings, in writing to the Deans of the Schools who should then communicate the findings to the accused;
- (e) recommend to the university appropriate resolutions, penalties, punishments or decisions (the findings) regarding any student research misconduct upon the completion of the investigation and assessment; and
- (f) carry out any other duties that are deemed relevant.

10. Process and Procedures of Research Misconduct

- (1) The university and the students must comply with proper procedures in the investigation of research misconduct.
- (2) Complaint and allegation
 - (i) The university should inform its staff and students on the procedure of lodging a complaint or allegation of any research misconduct.
 - (ii) The process and procedure of research misconduct is shown in **Appendix I**.
- (3) Person responsible for resolving the complaint or allegation of research misconduct.
Officers responsible for resolving the complaint or allegation of research misconduct include:
 - (i) the Vice-Chancellor or any authorised person;
 - (ii) the Dean of the School;
 - (iii) SMRC (the members who are appointed by the respective Dean of the School);
 - (iv) the relevant head of department or research centre;
 - (v) supervisor(s); or
 - (vi) other parties who are deemed relevant to be called upon or are responsible to handle the allegation as considered fit by the Dean of the School.



PART III

PLAGIARISM POLICY

11. Introduction

- (1) Most academic work submitted for assessment by students at both the undergraduate and postgraduate levels will be evaluated based on their written work, which often contains information and ideas put forward by other writers. In this case, the contribution of the original writing may be seen from the selection, ordering, citations, summarizing and interpreting what others have said.
- (2) Each time a writer uses the works or ideas of others she/he must acknowledge the source. It is important for students to make clear and precise reference to the works of others and learn how to cite them. In so doing, the contribution made by the original authors will be duly recognized and appreciated.

12. Acknowledgement and citation of sources

- (1) Students must acknowledge and cite sources in the following situations:
 - (i) when copying the exact words of another person's works;
 - (ii) when rewriting, paraphrasing or summarizing information from other sources;
 - (iii) when introducing facts that they found in any other source;
 - (iv) when obtaining information from any third parties;
 - (v) when introducing information that is not common knowledge; and
 - (vi) when producing or modifying any diagram, illustration, chart, picture or other visual materials created by others.

13. Acknowledgement and citation

- (1) Students need not acknowledge and cite sources in the following situations:
 - (i) when writing own experiences, whether based on own observations, opinions, thoughts, or making own conclusions;
 - (ii) when writing results obtained through laboratory work, field experiments, artwork, etc;
 - (iii) when it is a general knowledge that is widely accepted;
 - (iv) when it is public information such as historical dates or historical events; and
 - (v) when using information that is considered as established fact that has been confirmed in many sources.

14. Common types of plagiarism

- (1) There are several types of plagiarism which include the following:
 - (i) Copying directly from original sources without acknowledgement.
Plagiarism often involves using one or more sentences or parts of sentences that are copied directly from an original source (with or without footnotes). These measures cannot be accepted. Copying from any text requires the insertion of quotes in phrases. Longer passages should be offset in indented blocks of a paragraph.



- (ii) Copying directly from original sources by placing footnotes/citations.
Copying nearly all or a part of the work of others is considered to be plagiarism. However, copying a few sentences or passages from various documents by placing footnotes/quotations at the end of each sentence or paragraph is still regarded as having elements of plagiarism. In the obvious case, none of the words in the passage used belong to the author.
- (iii) Submission of work done by others
Copying something written by any other person and then submitting that as own work is considered plagiarizing. This action can easily be detected and proved. Authors can work with others to complete certain tasks (any form of written assignment, thesis, essay, report, tutorial exercise, reflection paper, written review, rejoinder or commentary, etc.) but what is submitted must be their own work.
- (iv) Failure to cite sources or references
Each time a new fact which is the result of the work done by another person is obtained, sources or references must be provided. Ideally, it should be a reference to the primary literature especially when it comes from a scientific journal or a book.

15. Dissemination of information on the UUM Code of Ethics for Student Research and Academic Writing

The university is responsible to disseminate information of the UUM Code of Ethics for Student Research and Academic Writing to the UUM staff and the students.

16. Procedures for bringing charges of academic dishonesty

- (1) Any member of the university community may bring a charge against a student for an alleged act of academic misconduct by using the procedures of this policy.
- (2) Allegations of academic misconduct shall be submitted in writing by the complainant to the Dean of the School using Form A (Complaint Form). The Dean of the School will then submit the form together with a copy of all the relevant information and evidence to the respective Deputy Vice-Chancellor.
- (3) The Respective Deputy Vice-Chancellor will set up the Academic Dishonesty Committee (ADC) which comprises of
 - (i) the respective Deputy Vice-Chancellor or any authorised person acting as the chairperson;
 - (ii) two (2) full-time academic staff from the school concerned other than the staff who conducted or involved in the investigation process; and
 - (iii) the Assistant Registrar of the Department of Academic Affairs as the secretary.
- (4) The Chairman of the ADC shall read the charge and ask the respondent to reply to the allegation(s) contained in the complaint. If the respondent is absent or refuses to answer, it shall be presumed that the respondent denies the allegation(s) made.



- (5) The Chairman shall call upon all parties to present any further information relevant to the case, summarizing the evidence and/or arguments against the suspect.
- (6) If the student admits to the academic misconduct charge, the judgment of academic dishonesty by the respective college shall be in writing and shall be followed by an appropriate punishment.
- (7) The Academic Dishonesty Committee shall make appropriate recommendations and issue an appropriate penalty. If a student is found guilty, one (1) of the following punishments will be imposed:
 - (i) F grades will be given to all courses registered for during the said trimester or some of the courses taken prior to the said trimester; or
 - (ii) F grades will be given to all courses associated with the case; or
 - (iii) a written warning will be issued to the student to rectify the plagiarised work within a reasonable time;
 - (iv) the thesis or dissertation will be considered as a failure if the student failed to comply with the written warning; or
 - (v) the case will be referred to the Student Disciplinary Committee.
- (8) Students who are caught plagiarizing, beyond reasonable doubt, will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the Master or PhD qualification be revoked with immediate effect.

17. The Student Disciplinary Committee

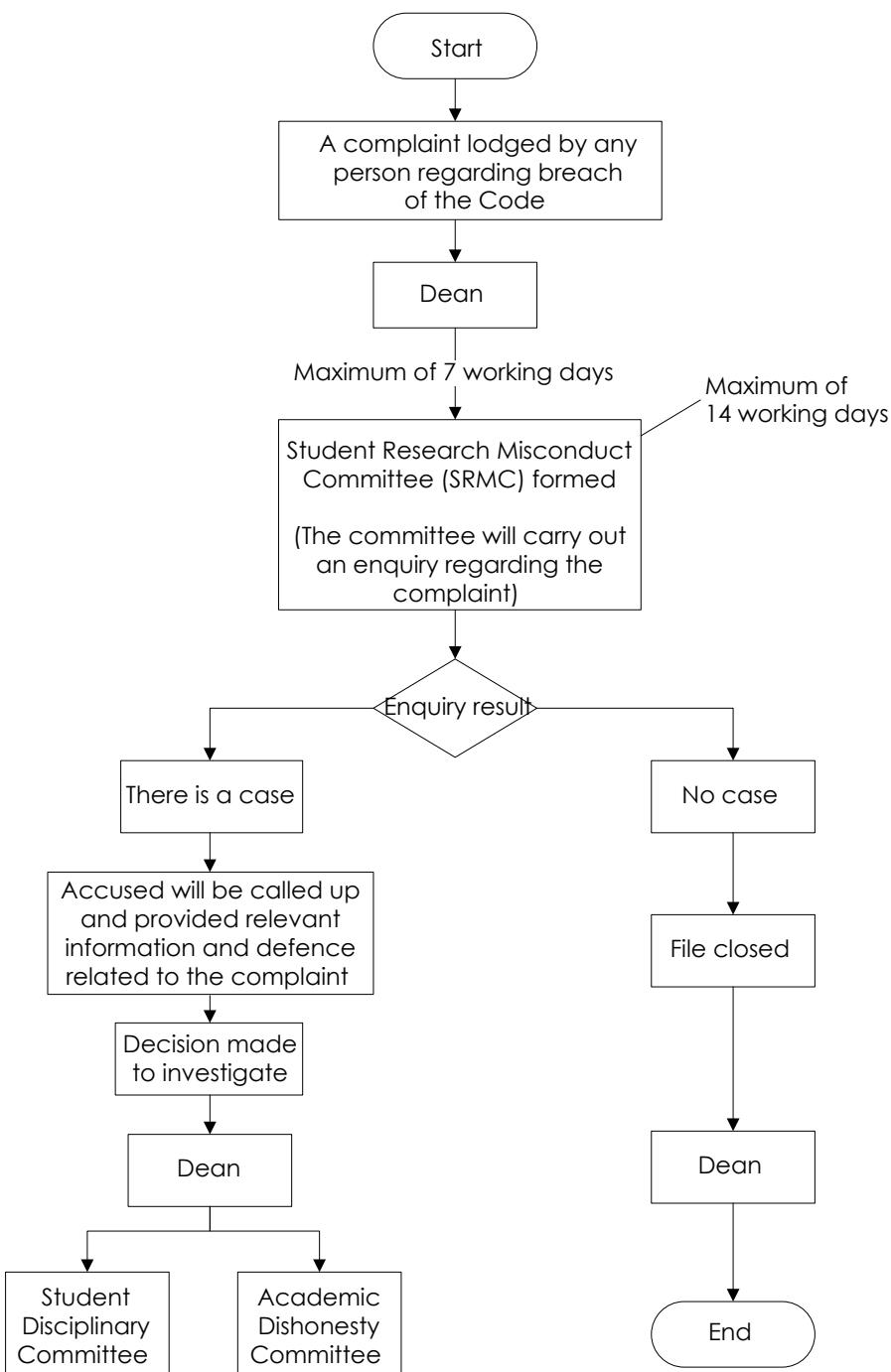
- (1) If a student denies the allegation of academic misconduct, the ADC will forward the charge to the Student Disciplinary Committee (SDC), chaired by the Deputy Vice-Chancellor (Student Affairs and Alumni) for further action. The ADC must, in writing, submit the charge to the Deputy Vice-Chancellor (Student Affairs and Alumni) with all the evidence and relevant documentation.
- (2) The student can continue to attend classes and consultations during the investigation period or when the charge is still pending.
- (3) If the Deputy Vice-Chancellor (Student Affairs and Alumni) determines that a review is justified, then the Deputy Vice-Chancellor (Student Affairs and Alumni) or an authorized person in charge shall immediately establish and convene a SDC meeting. The SDC comprises of:
 - (i) the Deputy Vice-Chancellor (Student Affairs and Alumni) as the chairman;
 - (ii) the Dean of the Student Development and Alumni or any authorised person;
 - (iii) the Director of the Department of Student Affairs and Alumni;
 - (iv) the Director of the Department of Academic Affairs;
 - (v) the university Legal Advisor or any authorised person; and
 - (vi) the Assistant Registrar of the Department of Student Affairs and Alumni as the secretary



- (4) The complainant staff member shall not be involved in the decision making process.
- (5) The SDC shall review the facts involved in the incident and make recommendations to the Deputy Vice-Chancellor (Student Affairs and Alumni) or the authorised person in charge. The Deputy Vice-Chancellor (Student Affairs and Alumni) shall then announce the results and if the student is found guilty, the SDC can impose any one or more of the following penalties:
 - (i) a written warning will be issued and recorded in the student's academic record;
 - (ii) a fine not exceeding RM200.00;
 - (iii) exclusion from any specific part or parts of the university for a specified period;
 - (iv) suspension from being a student of the university for a specified period; and
 - (v) expulsion from the university.
- (6) Students who are caught plagiarizing beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the degree revoked with immediate effect.
- (7) 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 part of the examination or the examination if he is satisfied and the evidence of *prima facie* exists regarding the said violation.
- (8) The process and procedures in bringing charges of academic dishonesty cases is provided in **Appendix II**.

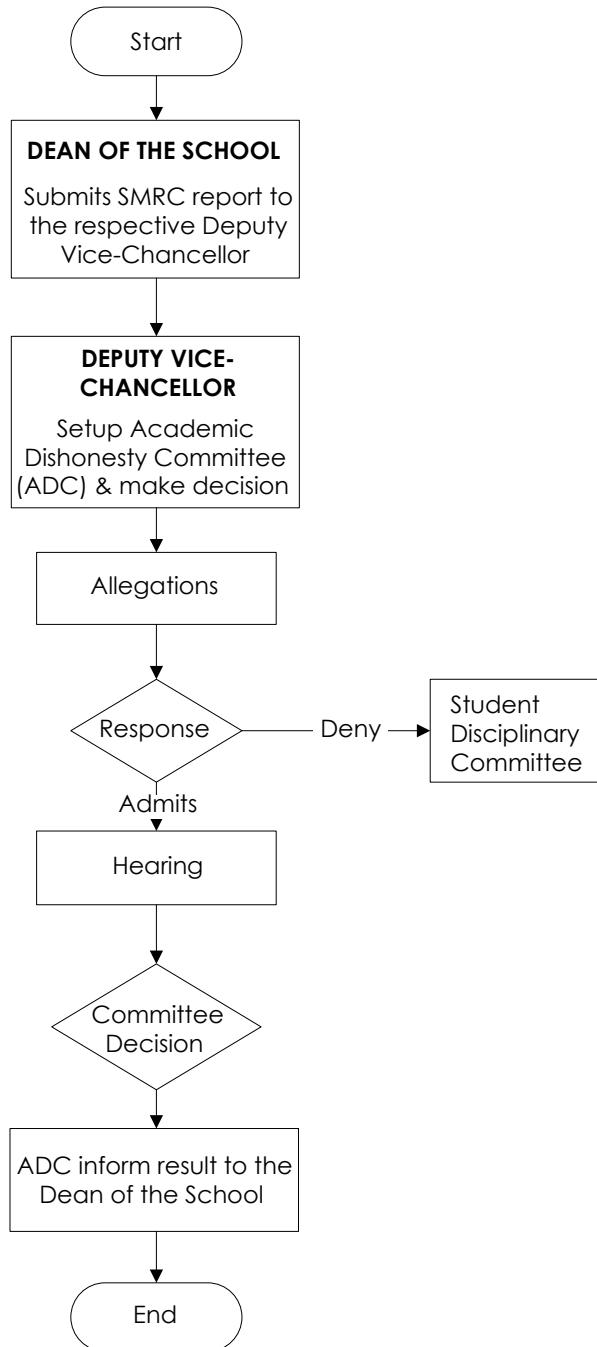


APPENDIX I
PROCESS AND PROCEDURES ON THE INVESTIGATION OF A RESEARCH MISCONDUCT



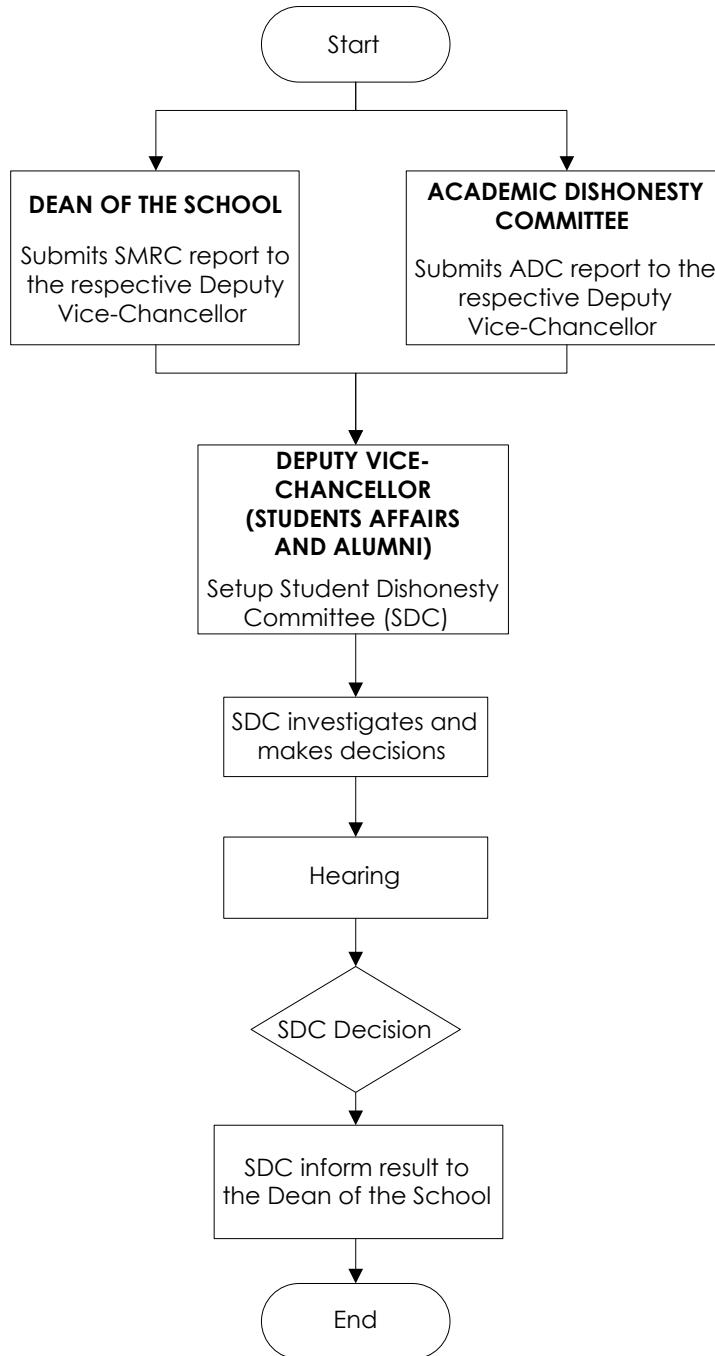


APPENDIX II
PROCESS AND PROCEDURES IN BRINGING CHARGES OF ACADEMIC DISHONESTY





APPENDIX III
PROCESS AND PROCEDURES FOR BRINGING CHARGES OF STUDENT DISCIPLINARY CASES





FORM A

**COMPLAINT FORM
(ACADEMIC MISCONDUCT & PLAGIARISM)**

School: _____

College: _____

Programme: _____

Student's Name: _____

Matric Number: _____

Complainant's Name: _____

Type of Work (e.g. assignment/project paper/research paper/report/dissertation/ thesis/etc.)

Title/Topic of Work:

Details of Suspected Academic Misconduct or Plagiarised Work

No.	TYPE OF ACADEMIC MISCONDUCT OR PLAGIARISM (copied whole sentences/whole paragraphs/submitted other's work/etc)**	PAGE

Complainant's Signature: _____

Date: _____

Note:

**Please attach the alleged dishonest work or other relevant document



FORM B

**DEAN'S REPORT
(ACADEMIC MISCONDUCT & PLAGIARISM)**

Dean's name : _____

School/College : _____

Student's Name : _____

Matric Number : _____

Complainant's Name : _____

Facts of academic misconduct/plagiarism

(please use separate sheet if the space provided is not enough)

Findings and decisions of SRMC

(please use separate sheet if the space provided is not enough)

Dean's Signature: _____

Date: _____

Official Stamp:

Note:

**Please attach the alleged dishonest work or other relevant documents and SRMC full report.



Section 8: Postgraduate Academic Calendar For 2020/2021 Session





**ACADEMIC CALENDAR FOR THREE (3) TRIMESTERS
PER ACADEMIC SESSION 2020/2021
(APPLIES IN UUM SINTOK & UUMKL)**

ACADEMIC CALENDAR	FIRST TRIMESTER (201)	SECOND TRIMESTER (202)	THIRD TRIMESTER (203)
Arrival of new international postgraduate students	6/9/2020	3/1/2021	17/5/2021
Fees Payment/ Medical Check-up/ Health Insurance for new students (International)	7 – 8/9/2020	4 – 5/1/2021	17 – 18/5/2021
Registration of new postgraduate students	9/9/2020	6/1/2021	19/5/2021
Last day to register for new postgraduate students	27/9/2020	24/1/2021	6/6/2021
Course registration for new postgraduate students	10 – 27/9/2020	7 -24/1/2021	20/5/2021 – 6/6/2021
Renewal of registration and course registration for returning postgraduate students	10 – 27/9/2020	7 -24/1/2021	20/5/2021 – 6/6/2021
Period of study	11/9/2020 – 10/12/2020	8/1/2021 – 15/4/2021	21/5/2021 – 12/8/2021
Last day for students to submit Thesis/ Dissertation for examination or Senate approval (without charge)	11/10/2020	8/2/2021	21/6/2021
Last day for students to settle the fees for the current trimester	11/10/2020	8/2/2021	21/6/2021
Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)	10/11/2020	7/3/2021	20/7/2021
Last day to WITHDRAW from examination / to apply for deferment of study	3/12/2020	8/4/2021	8/8/2021
Last day to submit Project Paper/ Internship/ Practicum Report	10/12/2020	15/4/2021	15/8/2021
Final assessment	11 – 20/12/2020	16 – 25/4/2021	13 – 22/8/2021
Trimester break	21/12/2020 – 7/1/2021	26/4/2021 – 20/5/2021	23/8/2021 - 9/9/2021
Last day for lecturers to transmit examination marks	3/1/2021	9/5/2021	5/9/2021
Release of results	6/1/2021	12/5/2021	8/9/2021



PUBLIC HOLIDAYS

FIRST TRIMESTER (201)	SECOND TRIMESTER (202)	THIRD TRIMESTER (203)
<ul style="list-style-type: none"> ❖ 16 September 2020 (Wednesday) – Malaysia Day ❖ 29 October 2020 (Thursday) – Maulidur Rasul ❖ 14 November 2020 (Saturday) – Deepavali ❖ 25 December 2020 (Friday) – Christmas Day 	<ul style="list-style-type: none"> ❖ 28 January 2021 (Thursday) – Thaipusam ❖ 12 & 13 February 2021 (Friday & Saturday) – Chinese New Year ❖ 11 March 2021 (Thursday) – Israk & Mikraj ❖ 13 April 2021 (Tuesday) – Awal Ramadhan ❖ 1 May 2021 (Saturday) – Labour Day ❖ 13 & 14 May 2021 (Thursday & Friday) – Aidul Fitri 	<ul style="list-style-type: none"> ❖ 26 May 2021 – Wesak Day ❖ 7 June 2021 – YDPA Birthday ❖ 20 June 2021 – Sultan Kedah Birthday ❖ 20 & 21 July 2021 (Tuesday & Wednesday) – Aidul Adha ❖ 10 August 2021 (Tuesday) – Awal Muharram ❖ 31 August 2021 (Tuesday) – Independent Day ❖ 16 September 2021 (Thursday) – Malaysia Day



ACADEMIC CALENDAR FOR THREE (3) TRIMESTERS PER ACADEMIC SESSION 2020/2021 (APPLIES TO OTHER LEARNING CENTRES)

ACADEMIC CALENDAR	FIRST TRIMESTER (201)	SECOND TRIMESTER (202)	THIRD TRIMESTER (203)
Registration of new postgraduate students	5/9/2020	2/1/2021	8/5/2021
Last day to register for new postgraduate students	27/9/2020	24/1/2021	6/6/2021
Course registration for new postgraduate students	10 – 27/9/2020	7 -24/1/2021	20/5/2021 – 6/6/2021
Renewal of registration and course registration for returning postgraduate students	10 – 27/9/2020	7 -24/1/2021	20/5/2021 – 6/6/2021
Period of study	11/9/2020 – 10/12/2020	8/1/2021 – 15/4/2021	21/5/2021 – 12/8/2021
Last day for students to submit Thesis/Dissertation for examination or Senate approval (without charge)	11/10/2020	8/2/2021	21/6/2021
Last day for students to settle the fees for the current trimester	11/10/2020	8/2/2021	21/6/2021
Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)	10/11/2020	7/3/2021	20/7/2021
Last day to WITHDRAW from examination / to apply for deferment of study	3/12/2020	8/4/2021	8/8/2021
Last day to submit Project Paper/ Internship/ Practicum Report	10/12/2020	15/4/2021	15/8/2021
Final assessment	11 – 20/12/2020	16 – 25/4/2021	13 – 22/8/2021
Trimester break	21/12/2020 – 7/1/2021	26/4/2021 – 20/5/2021	23/8/2021 - 9/9/2021
Last day for lecturers to transmit examination marks	3/1/2021	9/5/2021	5/9/2021
Release of results	6/1/2021	12/5/2021	8/9/2021



PUBLIC HOLIDAYS

FIRST TRIMESTER (201)	SECOND TRIMESTER (202)	THIRD TRIMESTER (203)
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Section 9: Student Dress Code





Universiti Utara Malaysia
Universiti Pengurusan Terkemuka
The Eminent Management University

ETIKA PAKAIAN PELAJAR

STUDENT DRESS CODE

Contoh Pakaian Yang Disahkan (Waktu Pejabat/Office)
Examples Of Clothes That Are Allowed (Office Hours/Office)



PERINGATAN

Semua pelajar dikehendaki mematuhi Etika Pakaian Rasmi Pelajar semasa berada dalam kawasan kampus pelajar yang tidak mematuhi peraturan ini mengikut Kodeetika Persegi-persinggan, 1998, ANUU 1977.

REMINDER

All students are to adhere to the Student Dress Code when dealing with University masters or staff. Disciplinary action will be taken against students who do not follow these guidelines in accordance with the rules and regulations of Universiti Utara Malaysia (Student Code of Conduct), 1998, ANUU 1977.



KELONGGARAN

Exceptions

Perpuaksaan:
Bukan mematuhi norma tamu hal tertentu atau belum—T berjalin di luar waktu pelajar.
Lain-lain:
Bukan mematuhi norma tamu hal tertentu atau office hours are allowed:
Zon Dewan Pengajian Pelajar (DPP):
Bukan mematuhi baju-T berjalin di luar waktu pelajar:
student Asia-Oceania Area Zone:
Cukup dan sambung t-shirt dan sweater are allowed.

Pusat Kebudayaan Universiti:
Sesuai dengan Zon Dewan Pengajian Pelajar (DPP), jasai di luar waktu pelajar:
University Hallway Cluster:
Cukup t-shirt and sweater are allowed for men while office hours:

'BERPAKAIAN KEMAS LAMBANG KEPERIBADIAN MULIA'
'SMART DRESSING REFLECTS GOOD CHARACTER'

Nota: Semua jenis pakaian mestilah sopan
Note: Wear proper attire



Sebarang pertanyaan/ Any inquiries: studentservices@uum.edu.my

