



ACADEMIC RULES

POSTGRADUATE

ACADEMIC
RULES

2023



ACADEMIC RULES

POSTGRADUATE

First Edition 2023

All rights reserved. It is not permitted to reproduce in any form whatsoever and by any means whether electronic, recording, visual or any other means, any part of the article/illustration/content of this book before obtaining written permission from the Vice Chancellor, Universiti Keusahawanan Koperasi Malaysia (UKKM).

Postgraduate UKKM Academic Regulations approved by the University Senate
Meeting dated 13th March 2023

Copyright@UKKM
First Printing 2023

TABLE OF CONTENTS

PART I – PRELIMINARY	1
1. Title, Effective Date and Application	1
2. Definition.....	1
PART II – PROGRAMME.....	6
3. Entry Requirements	6
4. GPA Point Equivalence.....	8
PART III – PROGRAMME REGISTRATION.....	9
5. Registration.....	9
6. Mode of Programme and Duration of Study.....	9
7. Change of Programme and Registration Mode	10
8. Upgrading from Masters (by Research) to PhD Programme.....	10
9. Mode of Programme	10
PART IV – PROGRAMME REGISTRATION	11
10. Course Registration	11
11. Correction of Course Registration	11
12. Course Withdrawal (TD).....	12
13. Repeat Course (UK).....	12
14. Attendance	12
15. Academic Workload	13
16. Credit Exemption.....	13
17. Credit Transfer	14
18. Thesis, Dissertation, or Project Paper and Intellectual Property	14
19. Writing Language.....	15

PART V – EXAMINATION AND EVALUATION	17
20. Final Semester Examination	17
21. Special Examination.....	17
PART VI – SUPERVISION.....	18
22. Supervision	18
23. Course Evaluation.....	18
24. Panel of Examiners.....	20
25. Grading System	21
26. Academic Position.....	23
27. Graduation	24
PART VII – DEFERMENT, SUSPENSION AND TERMINATION	26
28. Deferment, Suspension and Termination.....	26
29. CGPA and GPA Calculation Table for Coursework and Mixed Mode	28
SECTION VIII – MISCELLANEOUS	30
30. General Provisions.....	30

LIST OF TABLES

Table 1: Minimum credit hours for one semester	13
Table 2: Writing Requirements.....	15
Table 3: Course Grades	21
Table 4: Duration of Study for Full-Time and Part-Time	31
Table 5: Grading System for Coursework.....	31
Table 6: Academic Standing for Coursework.....	32
Table 7: Grading System for Research Mode.....	32
Table 8: List of English-Speaking Countries	33

PART I – PRELIMINARY

1. Title, Effective Date and Application

- 1.1. This Regulation may be cited as Academic Rules Postgraduate of the Universiti Keusahawanan Koperasi Malaysia (UKKM) and shall come into force on the date appointed by the Senate.
- 1.2. This Regulation shall apply to all postgraduate programmes for Master's Degree and Doctor of Philosophy.

2. Definition

- 2.1. In this Regulation unless the context requires different interpretation: -

Prospective Students	Candidates who have been offered to attend any Programme but have not yet registered or enrolled on the Programme.
Active students	Active students refer to those who are currently engaged in active learning, or who have deferred their studies, are suspended due to disciplinary issues, are on medical leave, or whose status has not yet been finalized by the Senate as either having withdrawn or been dismissed.
Credit Load	The total credits taken by students in a semester.
Re-Register (DS)	Students who failed to register in the first semester of the courses and obtained approval to resume their studies.
Dean	Dean of GBS or any position equivalent to it by any title.
Dismissed	Students who failed to register for any course in a semester or students who are dismissed from the University (Student Discipline) as well as all regulations in force at the University from time to time.
Dissertation / Thesis/Master Project Paper	Refers to a written report on the research work prepared by a postgraduate student in mixed mode, course works, and doctor of philosophy programme only.
Compulsory Attendance (HW)	The registration status of any course graded as Attend Pass (HL) or Attend Fail (HG).
HWUK	Compulsory attendance to repeat the course.
IELTS	International English Language Test System.
Degree	An award of certification given by the University to students who meets the requirements of a Master's Degree or a Doctor of Philosophy or any other of its equivalent

Student Study Hours	A combination of various forms of learning activities such as lectures, tutorials, laboratories, projects, field work, practical work, and others.
Student Learning Hours (SLT)	Effective learning hours to achieve the learning outcomes set through all learning activities including lectures, self-study, and the assessment process.
GBS Committee	A committee established at the Graduate Business School (GBSC) to coordinate and manage academic affairs and examinations for postgraduate studies.
Coursework	Academic activities that are assessed including assignments, quizzes, tests. Laboratory practice, workshop practice, field work, seminars and others.
Reinforcement Courses	Courses taken to strengthen knowledge/skills related to certain field.
Total Contact Hours	The amount of time set in the form of scheduled and direct meetings between academic staff and students includes lectures, tutorials, and so on.
Academic Position	Academic achievements of students showing either Pass (L) or Conditional Pass (LB) or Fail (G) or Termination of Studies (TP).
Emergency case	Cases include illness, death of next of kin and cases that can be considered by the University.
Credit Earned	Total credit hours obtained for all passed courses
Credit Counted	Total credit hours that are used in the calculations of GPA and CPA
Credit Taken	Credit taken in a semester.
Regular Credit	The number of credits offered in one semester according to the curriculum.
Passed Credit	The number of passing credits to graduate for each Programme approved by the Senate.
Lecture	Face-to-face academic sessions between lecturers and students as specified in the lesson plan.
Course	Curriculum components of Programmes that have their own codes and contribute to the achievement of student learning outcomes approved by the Senate.

University Courses	Any course set by the University and must be registered by every student.
Mixed Mode	A Programme which combines coursework and research components
Mode of Programme	Implementation of the Programme on a full-time or part-time basis.
MUET	Malaysian University English Test.
School Advisory Panel	The Academic Advisory Panel represented by the Senate is responsible for academic affairs at the School level.
Residential Period	A minimum period of time for students to study on the university campus.
Grade Value	Determination of value for each grade.
Academic Management Office (PPA)	An office established by the University to manage, administer, and coordinate the operation of academic Programmes.
Panel of Examiners	A panel consisting of at least two members excluding a chairman. This panel is appointed by the Graduate Business School (GBS) with the approval of the Senate to assess the dissertations and conduct a viva voce. The chairman of the viva voce is the Dean of the Graduate Business School (GBS), or anyone who is given authority by the Dean of the Graduate Business School (GBS).
Evaluation Panel	A panel consisting of at least two members including a chairperson appointed by the respective School/Centre evaluates the student's dissertation (mixed mode)/Master's Project (Course Work).
Internal Examiner	Academic staff of the University appointed by the Graduate Business School (GBS) with the approval of the Senate to assess the thesis and examination of a student of the Research Masters and Doctor of Philosophy Programme.
External Examiner	An expert other than University staff, appointed by the Graduate Business School (GBS) to assess dissertation/thesis of a master's and doctoral degree student
Supervisor	The Main Supervisor among the university's academic staff with an active status, appointed by the GBS to supervise graduate students' research and thesis.
Co-Supervisor	A person appointed together with the Main Supervisor to supervise the student's research and thesis. He can be appointed from inside or outside the School.

Examination	Any form of assessment to measure student academic achievement.
Special Examination	Means any examination replacement for the final examination conducted for a student who was absent during the final examination with a valid reason.
Qualifying Examination	Refers to an assessment determined by the University to evaluate the qualification or academic achievement of a student candidate for the purpose of admission.
Upgrading Candidature Assessment	Comprehensive evaluation to evaluate the academic achievement and ability of the research Master student that will qualify him to be upgraded to the Doctor of Philosophy Programme.
Oral Examination (Viva Voce)	Means an oral examination that requires a student to present and defend his/her thesis to the thesis examination panel.
Plagiarism	Means the use of ideas, words, figures, tables, charts, pictures, or any form of a person's work without proper acknowledgement of the original source.
Programme	A graduate study Programme that is a Master's Degree or a Doctor of Philosophy or its equivalent in certain fields.
Graduate Business School (GBS)	Division established by the University to manage, administer, record, and coordinate the operation of graduate study Programmes;
Student	A person who registers for a Programme to study at this University includes students at institutions affiliated to the university, full-time, part-time, or part-time from the University and includes distance learning, off-campus, and exchange students.
Graduation	Senate confirmation of students who have met the graduation conditions.
Assessment	Any form of measurement of student achievement for courses taken.
Lectures	All learning and teaching activities required for the determination of learning outcomes in the teaching plan.
School Academic Administrator	Dean, Deputy Dean or Head of Department.
Final Examination	Exams are scheduled and administered during the exam week.

Pre-requisites	Courses that must be taken or passed before taking the next course.
Grade Point Average (GPA)	The average grade obtained for a semester.
Cumulative Grade Point Average (CGPA)	Average Cumulative Grade Value obtained for all semesters followed.
Regular Semester	Semester I and Semester II specified by the University allocated for lectures, examinations, and other instructional activities, and not inclusive of Semester III.
Repeat Course (UK)	Repeat Course permits students to retake a course in order to improve their GPA or CGPA
Resit Course	Resit Course allows students to retake an exam for a course they failed to improve their grade
Senat	Senate of Universiti Keusahawanan Koperasi Malaysia
Academic Staff	Academic staff or teaching staff who work full-time and have permanent or contract positions
Grade Amendment (TB)	Means repeating a course which was awarded a B grade in order to improve the CGPA/GPA and CPA.
Regulation Duration	Refers to the minimum period of studies.
Years of study	The level of study is based on the amount of credits earned in the relevant semester.
Suspension of Study	The status of students who are approved for deferment of studies or suspended from studies by the University.
TOEFL	Test of English as a Foreign Language.
University	Universiti Keusahawanan Koperasi Malaysia

PART II – PROGRAMME

3. Entry Requirements

3.1. Master's Programme

- (i) Master's Programme by Coursework
 - (a) According to the entrance qualifications that have been approved by the Malaysian Qualifications Agency (MQA) according to each Master's Programme.
 - (b) Bachelor's Degree with minimum CGPA required from the University or from any other institution of higher learning recognized by the Senate; or
 - (c) Any other qualification equivalent to a Bachelor's Degree with relevant experience in a related field recognized by the Senate; or
 - (d) A candidate who has lower qualifications than those mentioned above, may be considered if the candidate can prove that he has relevant academic background and work experience in the related field and is verified by the School's; and
 - (e) Other conditions determined by the University.
- (ii) Master's Programme by Mixed Mode
 - (a) According to the entrance qualifications that have been approved by the Malaysian Qualifications Agency (MQA) according to each Master's Programme.
 - (b) Bachelor's Degree with a minimum CGPA required from the University or any other institution of higher learning recognized by the Senate; or
 - (c) A candidate with lower qualifications than those mentioned above may be considered if he can prove sufficient academic background and appropriate work experience and certified by the School's; and
 - (d) Other conditions determined by the University
- (iii) Master's Programme by Research
 - (a) According to the entrance qualifications that have been approved by the Malaysian Qualifications Agency (MQA) according to each Master's Programme.

- (b) Bachelor's Degree with a minimum CGPA required from the University or from any other institution of higher learning recognized by the Senate; or
- (c) Other qualifications equivalent to a Bachelor's Degree with experience in a relevant field recognized by the Senate; or
- (d) A candidate lower than that stated above, can be considered if the candidate can prove to have sufficient background and appropriate work experience and certified by the School's Postgraduate Studies Committee; and
- (e) Other conditions determined by the University.

3.2. Doctor of Philosophy Programme

- (i) A Master's Degree from a University or from any other institution higher learning IPT recognized by the Senate; or
- (ii) Any other qualification equivalent to a Master's degree with relevant experience in the related field recognized by the Senate; or
- (iii) Other conditions determined by the University.
- (iv) A Student with CGPA of 3.75 and above of Bachelor's Degree from the University or from any other institution of higher learning recognized by the Senate can apply directly to the Doctor of Philosophy (PhD) with the approval of the Senate.

3.3. English Language Requirements

- (i) An International Student Candidate is required to have a minimum English language qualification according to the entrance qualification that has been approved by the Malaysian Qualifications Agency (MQA) according to each Programme.
- (ii) The International applicants who meet academic qualifications from a local universities (IPT) recognized by the Senate may also be considered for exemption from the English entry requirement.
- (iii) The International applicants who do not fulfill the minimum English language requirements but graduated from universities in English Speaking Countries may also be considered for exemption from the English entry qualification requirements. The List of English-Speaking Countries as in Table 8 (Appendix 1).

4. GPA Point Equivalence

For students who graduated from a university using the percentage system, their GPA must be equivalently converted as follows:

- (i) The formula for the calculation of percentage equivalent to the GPA point value is as follows:

Example:

$$\begin{aligned} &= (\text{grade percentage} \times 4.0) / 100 \\ &= 75\% \times 4.0 \\ &= \mathbf{3.0 \text{ (CPA)}} \end{aligned}$$

- (ii) The formula for the calculation of GPA equivalent to percentage is as follows

Example:

$$\begin{aligned} &= (\text{points value} \times 100) / 4.0 \\ &= 3.0 \times 100 / 4.0 \\ &= \mathbf{75\%} \end{aligned}$$

- (iii) The formula for the calculation of GPA that exceeds 4.0 to a maximum of 4.0

Example:

$$\begin{aligned} &= \text{GPA is } 6.0 \\ &= (6.0 / 10.0) \times 4.0 \\ &= \mathbf{2.40} \end{aligned}$$

* Information on the maximum GPA should be presented in the student's transcript

- (iv) The formula for the calculation of GPA equivalent to marks obtained

An example score is 1500 obtained from the full amount of 2000:

$$\begin{aligned} &= (1500 / 2000) \times 4.0 \\ &= 3.00 \end{aligned}$$

PART III – PROGRAMME REGISTRATION

5. Registration

- 5.1. Prospective students must register for the study programme and must meet the conditions stated in the offer letter.
- 5.2. A successful applicant who received an offer of admission to pursue postgraduate studies at the University may apply to defer the program registration not exceeding one (1) semester subject to the approval of Graduate Business School (GBS).
- 5.3. If the prospective student fails to register on a specified date without reasonable justification that are acceptable to the University, the offer letter will be nullified.

6. Mode of Programme and Duration of Study

- 6.1. A student (except for international students) may choose to enroll for either a full time or part time programme, subject to the availability of the desired programme
- 6.2. Full-time or Part-time students must graduate their studies within the stipulated duration as stated in Table 4 (**Appendix 1**).
- 6.3. A part-time student is required to meet the residential period. The required duration is shown in Table 4 (**Appendix 1**)
- 6.4. The minimum period for a programme can be set by the faculty with the approval of the Senate and should not be less than the minimum period specified in Table 4 (**Appendix 1**)
- 6.5. A postgraduate research student (Master Programme or Doctorof Philosophy) who transferred to the University must obtain written approval from the previous institution that permits his/her to transfer his/her research work to the University. The minimum duration of study will be determined by the Senate.
- 6.6. A postgraduate (by research or mixed mode) student who has submitted his/her thesis, dissertation or project paper for an oral examination (viva voce) must comply with any decision or instruction of the Panel of Examiners and Oral Examination Panel
- 6.7. If the student fails to submit necessary amendment of rectification for the thesis corrections within the stipulated time without any reasonable justification, the student shall be given a Fail (G) status.

7. Change of Programme and Registration Mode

7.1. Change of Programme

- (i) A student may apply, with valid reasons, for a change of programme within the school or from one school to another, by filling in the change of programme application form subject to the School's approval through endorsement of Dean, and to be forwarded to the Graduate Business School (GBS).
- (ii) Application to change a programme can be made only once during a student's study period, subject to the approval of the respective schools.
- (iii) Decisions made by the GBS must be endorsed by the Senate.

7.2. Change of Mode of Study

- (i) A student may apply, with valid reasons, for a change of registration mode from full time to part time or vice versa, through endorsement of Dean and subject to the approval of the Graduate Business School (GBS). The change may only be made **once** during the study period
- (ii) When the application is approved by the Senate, the University shall determine the student's remaining duration of study.
- (iii) Application fee for Change of Programme or Mode of Study will be charged at Ringgit Malaysia Three Hundred (RM300) per application.

8. Upgrading from Masters (by Research) to PhD Programme

8.1. A full time Masters (by Research) student who are eligible for entry admission at the Bachelor's Degree with a GPA of 3.75 and above, may apply for a conversion from Masters to PhD programme, provided that the student demonstrates distinction research quality certified by the Evaluation Panel. The application must be made between the first and second semester of study.

8.2. The duration of study undertaken at the Master's Degree level will be taken into consideration when determining the duration of study at PhD level.

9. Mode of Programme

9.1. A student may choose to take one of the following modes offered by the School:

- (i) Coursework or
- (ii) Research; or
- (iii) Mixed mode – Research and Coursework.

PART IV – PROGRAMME REGISTRATION

10. Course Registration

- 10.1. Students must register for courses they are required to enroll in each semester **within seven (7) working days**
- 10.2. All students are required to register for Reinforcement Courses specified by the School with Compulsory Attendance (HW) status.
- 10.3. Registration with a Penalty
Any application for course registration later than the prescribed period, without any valid reason will be charged RM50/course and an additional RM5 for each exceeding day, subject to a maximum charge of RM500/course/student for a period of seven (7) working days.
- 10.4. Late Registration Penalty
Students who register later than the stipulated registration period, without any valid reason, will be considered as late registration and will be charged the amount of RM100 per course, subject to a maximum charge of RM500.
- 10.5. All students must register for courses every semester during the period of study, according to the terms and dates determined by the University until the results of the final examination are announced.
- 10.6. Failure to register for the courses within the stipulated period without any valid reason acceptable by the University will result in the student being dismissed.

11. Correction of Course Registration

- 11.1. Students are responsible to amend or rectify any errors in the course registration slip and making corrections within the prescribed period and work schedule determined by the Graduate Business School (GBS) on the fourth week of the respective semester.
- 11.2. The unamended errors shall lead to the followings results to the students:
- (i) not allowed to attend the course lectures; and
 - (ii) all course assessments will not be taken into account and the student will be given a score of 0 mark (Grade F).
- 11.3 Students may add and drop courses before/or during the 9th week of the respective semester.
- 11.4 Any correction application that is made later than the stipulated period without any valid reasons accepted by the Graduate Business School (GBS) is subject to a fine of RM50 per course, subject to a maximum amount of RM500.

12. Course Withdrawal (TD)

- 12.1. Students with the Supervisor's approval is entitled to apply for Course Withdrawal (TD) from any registered course. TD follows the period and work schedule stipulated by the Graduate Business School (GBS) from the **third (3rd) week to the seventh (7th) week of the relevant semester**. TD status will be recorded on the course registration slip and transcript. Every course with a TD status will be recorded as Carry Forward (BH) in the exam result slip except for elective courses.
- 12.2. Permission for TD students to take a course is subject to a minimum number of credits that has been imposed.
- 12.3. Any late TD application without justified reasons will be fined. The fine rate is RM50.00 per course subject to a maximum of RM500.00.

13. Repeat and Resit Course

13.1 Repeat Course (UK)

Failed courses shall be repeated until passed for the purpose of graduation. For the purpose of GPA and CGPA's computation, the credits and points of the last repeated course will be taken into account and the previous obtained credits and points will be cancelled. Students are required to pay the course repeated fee based on the stipulated credit hours course.

13.2 Re-sit Course

The re-sit final examination is applicable to students who are unable to attend the examination or who receive a failed grade. A non-refundable fee of RM100 per course is applicable for the re-sit. The grade obtained in the re-sit will replace the previous failing grade for the purpose of GPA/CGPA calculation.

14. Attendance

- 14.1. Students must ensure their attendance **is not less than eighty percent (80%)** of the attendance period imposed for the lecturer or practical courses including Mandatory Attendance (HW) courses.
- 14.2. In the event the student failed to comply with the required percentage of attendance as stated in Item (14.1) for any course without justification to the University, the student shall not be allowed to sit for examination and shall be given a score of 0-mark (Grade F) for the related course or Failed Attendance (HG) for Compulsory Attendance (HW) courses. Refer to Table 3.

15. Academic Workload

- 15.1. The number of credit courses allowed to be taken in one (1) semester is **six (6) to eighteen (18) credits for full-time students and three (3) to twelve (12) credits for part-time students excluding credit for research.**
- 15.2. Course registration with a credit load of between 19 and 21 credits is only allowed with the approval of the Dean as in Table 1.

Table 1: Minimum credits for one semester

Type of Study	Minimum Credit	Maximum Credit	Subject to School Dean's Approval
Full-time	6	18	19 to 21
Part-time	3	12	

- 15.3. For the last semester of study which the student does not have any remaining study period, the Graduate Business School (GBS) through the approval of the Senate is entitled to allow exceptions to the stipulated minimum limits.

16. Credit Exemption

- 16.1. Subject to the approval of the School, students are entitled to apply for a credit exemption, if they have passed a course which is deemed equivalent from any other IPT. The application must be made within the specified timeline.
- 16.2. Students could apply for a credit exemption in the first (1st) semester of study by submitting the relevant documents. Only courses that are equivalent to the courses at the University and pass at least Grade B or equivalent can be considered.
- 16.3. Credit exemption will be taken into account in Credit Earned only. For example, a student who took six (6) courses with only four (4) courses gets a Pass result or status. Therefore, only those four courses can be taken into consideration for credit exemption.
- 16.4. Students who apply for credit exemption are subject to a minimum period to complete their studies in addition to the residency requirements for those concerned.
- 16.5. Any changes to the maximum number of credits and the minimum period of study that are different from those stated above are subject to the approval of the University Senate.

17. Credit Transfer

- 17.1. Students are entitled to apply for credit transfer if they pass a course that is verified as equivalent from any institution and subject to the approval of the School. The application must be made within the specified period.
- 17.2. Students can apply for credit transfer in their first (1st) semester of study and are allowed to apply only once by submitting the Credit Transfer Form. Students must submit the application within the period **fourteen (14) days from the date of official registration.**
- 17.3. The maximum credit transfer cannot exceed 30% of the Programme's total credits. Only courses that are equivalent to courses at the University and pass at least Grade B or equivalent can be considered for credit transfer.
- 17.4. Course content for which credit transfer is allowed must comply at least 80% equivalence with the course content applied for.
- 17.5. Only horizontal transfer of credit is allowed.
- 17.6. Students who have failed or been dismissed by another University are not eligible to be given credit transfer.
- 17.7. Total credit transfers are not taken into account in Calculated Credit.
- 17.8. Graduate Business School (GBS) will stipulate the period of study for students who obtained credit transfer subject to the minimum period of study.
- 17.9. Students who apply for this credit transfer are subject to a minimum period to complete their studies in addition to complying with the residency requirements.
- 17.10. Any changes to the maximum number of credits and the minimum period of study that are different from those stated above must be approved by the University Senate.

18. Thesis, Dissertation, or Project Paper and Intellectual Property

- 18.1. The regulations regarding the preparation of theses must adhere to the Thesis Guidelines and Guidelines for Student Project Paper.
- 18.2. Students who select a graduate study Programme are required to submit a thesis, dissertation or project paper manuscript at the end of their study Programme according to the following regulations:
 - (i) One (1) Copy to Graduate Business School (GBS) (Soft Copy);
 - (ii) One (1) Copy to the Supervisor (Hard & Soft Copy);
 - (iii) One (1) Copy to the Library (Hard & Soft Copy).

- 18.3. Students are required to submit a thesis that is the result of original scientific writing and has never been submitted to any other University. The sources referred to, for thesis writing, whether the source has been published or not, should be cited in the thesis.
- 18.4. Students can publish the results of their scientific writing during the study period with the supervisor's approval and the publication must contain the acknowledgement that should be given to the University and the supervisor.
- 18.5. Scientific writing that is bound by an agreement with an external party needs to obtain the permission of the relevant party to be published.
- 18.6. Students are required to adhere the following writing requirements:

Table 2: Writing Requirements

Programme	Study Mode	Minimum Total Words
Masters	Research	35,000
Masters	Courseworks	15,000
Masters	Mixed Mode	20,000
Doctor of Philosophy	Research	70,000

Total pages do not include appendices, tables, and diagrams. However, permission to write a thesis exceeding the prescribed length limit can be obtained by applying to the Graduate Business School (GBS) at least three (3) months before submitting the thesis for assessment.

19. Writing Language

- 19.1. Thesis, dissertations or project papers can be written either in Malay or English.
- 19.2. Abstracts for thesis, dissertations or project papers written in Malay must be written in two (2) languages (Malay and English).
- 19.3. Thesis writing in languages other than Malay and English is subject to the Senate approval.
- 19.4. Students who selected the research type of study and required to submit a thesis must:
- (i) Submit the Examiner Nomination Form to the supervisor at least three (3) months before the expected timeline of thesis submission.
 - (ii) Submit the thesis together with the Thesis Submission Form through the Dean's endorsement to be verified by the Graduate Business School (GBS).

- 19.5. Theses can be published upon obtaining necessary permission or approval from the University.
- 19.6. Intellectual Property produced during the study period is subject to the University policies and procedures.

PART V – EXAMINATION AND EVALUATION

20. Final Semester Examination

20.1. The Final semester exam must be conducted within the period stipulated by the University and comply with the Examination Rules of Universiti Keusahawanan Koperasi Malaysia.

20.2. Students with debt status are allowed to sit for their final examinations but not accessible to final examination results.

21. Special Examination

21.1. Special Exams for students on sick leave can be arranged with approval from the School. However, for graduating students and in other reasonable or exceptional circumstances, exam will only be given subject to Senate approval.

21.2. Special Examinations may be held for the following students:

- (a) Students who are not able to attend or sit for final semester exam due to illness and are certified as such by a Medical Officer from the Government Hospital, or the University Health Center. Verification of Sick Leave Certificates issued by Private Hospitals/Clinics must be made by Medical Officers from Government Hospitals, or University Health Centers if the validity is in doubt. The period of notification and submission of the Sick Leave Certificate is as stated in the Final Exam Rules;
- (b) Students whose mother/father/guardian/husband/wife/child/siblings have died.
- (c) Students who need to provide intensive care to mothers / fathers / guardians / husbands / wives / children / siblings who are seriously ill.
- (d) Other emergency reasons which are acceptable to the University.

21.3. Special Examination cannot be held for the following circumstances: -

- (a) Courses that do not have Final Semester exams or courses that are conducted entirely by Course Work; or
- (b) Students who do not sit for the final exam without a reason acceptable to the University.

21.4. If the student fails the Special Examination, the student is required to repeat the course in the semester in which it is offered.

PART VI – SUPERVISION

22. Supervision

22.1. The appointment of supervisors, and/or co-supervisors for students must comply Postgraduate Handbook and the conditions in force.

22.2. The appointment and change of supervisors should be made as follows:

- (i) Research, appointment, and change of Programmes are made by the Graduate Business School (GBS) with nomination and certification by the School.
- (ii) Course Work and mixed mode Programmes, appointments and exchanges are made by the School.

22.3. Students can apply through the School and be certified to the Graduate Business School (GBS) regarding the change of any appointed supervisor and co-supervisor. Applications must be submitted to the Graduate Business School (GBS) **not later than two (2) semesters** after the appointment of the Supervisor or co-supervisors.

22.4. Any family relationship, including conjugal relationship that are established between the supervisor and the student shall automatically rescind the position of a supervisor.

22.5. Students are required to submit a research progress report according to the stipulated format and within the timeline imposed by the Graduate Business School (GBS) to the supervisor.

22.6. The supervisor must complete and evaluate the student's research progress report and submit it to the School within the timeline and work schedule stipulated by the Graduate Business School (GBS).

22.7. Students who submit late research progress reports shall be fined. A Fixed fine payment rate of RM50.00 with additional late fine at the rate of RM5.00 for each day late (subject to a maximum fine amount of RM500.00).

23. Course Evaluation

23.1. The Assessments can be conducted as follows: -

- (i) Course exams (Programme by Course Work and mixed mode);
- (ii) Dissertation or thesis evaluation
- (iii) Oral examination (viva voce)
- (iv) Other relevant assessments

23.2. Assessment for Master's Programme students in terms of coursework should consist of the followings: -

- (i) Exams for courses followed in each semester
- (ii) Dissertation evaluation
- (iii) Dissertation presentation according to School's requirements

23.3. Assessment for Master's Programme students in mixed mode should consist of the followings: -

- (i) Exams for courses followed in each semester;
- (ii) Dissertation evaluation;
- (iii) Oral examination to defend the dissertation according to the School's requirements

23.4. Assessment for Master's Programme students by Research: -

- (i) Evaluation of the thesis by the Panel of Examiners; and/or
- (ii) Oral examination to defend the thesis in front of the Examining Panel.
- (iii) The oral examination (viva voce) is chaired by the Dean of the Graduate Business School (GBS). Delegation of authority can be made to qualified Academic Staff.
- (iv) The oral exam to defend the thesis, if required, should not exceed two times for a student.

23.5. Assessment for students of the Doctor of Philosophy Programme or equivalent is comprised of the followings: -

- (i) Evaluation of the thesis by the Panel of Examiners; and/or
- (ii) Oral examination to defend the thesis in front of the Examining Panel.
- (iii) The oral examination (viva voce) is chaired by the Dean of the Graduate Business School (GBS). Delegation of authority can be made to qualified Academic Staff.
- (iv) The oral exam to defend the thesis, if required, should not exceed two times for a student.

23.6. Study Level Upgrade Assessment (PNTP)

- (i) Students of the Master's Programme by research whose admission qualification at the undergraduate level is CGPA 3.75 and above and have completed the prescribed period of study, are eligible to apply for PNTP with a supervisor's verification.
- (ii) The PNTP will be conducted by the School consisting of at least three (3) members comprise of student's main supervisor, internal panel, and chairman, and all are appointed by the School based on their expertise and experiences.

- (iii) The PNTP verification shall be forwarded by the candidate to the Graduate Business School (GBS) and must be attached together with the main's supervisor research progress report.
- (iv) The PNTP's application is subject to the Senate's approval. Thus, only qualified students shall be granted a change of study level to the Doctorate of Philosophy level.
- (v) Students who are not qualified in PNTP will continue and resume their studies at the Master's Degree's Level.

24. Panel of Examiners

24.1. A panel of examiners shall be appointed by the Post Graduate Committee to assess the thesis and conduct an oral examination. Its membership is comprised of at least one (1) Internal Examiner and one (1) External Examiner.

More details can be referred to Postgraduate Handbook for the Implementation of Thesis Examinations and Oral Examinations of Graduate Studies Programmes for Research-Based Programmes.

24.2. The Panel of Examiners proposes the results of the oral examination to JKPS as follows:

- (i) Students are awarded the relevant Degree if they reach a satisfactory level; or
- (ii) Students are required to make corrections before being awarded the relevant degree; or
- (iii) Students are required to continue their research and take the oral exam again; or
- (iv) Students are not approved for the Doctor of Philosophy but are allowed to submit an amended thesis for the award of a Master's Degree; or
- (v) If the student's achievement does not meet the minimum level of the relevant Degree, a fail result will be given.

24.3. The evaluation/examination result report must be submitted to the Graduate Business School (GBS) using the prescribed form.

25. Grading System

25.1. The relationship between marks, grades, grade value and achievement levels for coursework as tabulated in Table 5 (**Appendix 1**).

25.2. The academic standing for coursework students is as stated in Table 6 (**Appendix 1**).

25.3. Scoring system for progress reports for research students as in Table 7 (**Appendix 1**).

25.4. Apart from the grades above, the following course grades can also be used as in Table 3.

Table 3: Course Grade

Grade	Status	Notes
HL	Present Pass	Compulsory Attendance Course (HW)
HG	Present Fail	
TD	Withdraw Course	General
TS	Incomplete	
MM	Satisfactory	Research
KM	Less Satisfactory	
TM	Unsatisfactory	
GB	Fail & Terminated	General

25.5. Incomplete Status (TS)

- (i) An Incomplete (TS) is given to the students who failed to take their final exam or unable to complete their coursework of a course due to be diagnosed with illness; or for reasonable reasons accepted by the Graduate Business School (GBS); or still under management consideration.
- (ii) For students in research/mixed mode who are in the period of thesis/dissertation rectification, TS status will be given until the student gets the Senate's decision (subject to a maximum of two semesters).
- (iii) The academic status of the semester in question is recorded as Incomplete (TS).

25.6. Improvement Status (TB)

- (i) Students can apply to improve their course grades throughout the study period with the following conditions:

- (a) The course received a grade of B and above only.
- (b) Correcting the grade of each course is only allowed once during the study period.
- (c) The highest grade will be taken into account in the calculation of GPA/CGPA with the lowest grade of the course not taken into account (cancelled).
- (d) The additional courses applied for are offered by the School.
- (e) The period of study does not exceed the maximum period of study.
- (f) Students must use the prescribed form and subject to School approval.
- (g) Students must make course registration fee payments to improve academic achievement as per the course registration fee payment procedures set out in accordance with the current circular in force.

25.7. Programme Passing Credit

- (i) Students must pass all the required courses for a Programme of study.
- (ii) The number of credits to pass and complete a Programme is according to the number of credits specified in the Accreditation Certificate letter approved by MQA.

25.8. Repeat Course

- (i) Master's degree students who repeat courses are not allowed to improve their grades.
- (ii) The student's grade in the previous semester and the result of the current semester's grade will be cumulated for the CGPA.

25.9. Course Grade Review

- (i) Students can discuss with the lecturer and if the student is not satisfied with the grade of the exam results, the student can submit an appeal for revision of the course grade. Each course grade review appeal is charged a fee of RM100 per course for the first time. Students are charged RM300 per course for a second course grade review.
- (ii) The grade list of examination results for each course will be announced by the School within seven (7) working days from the date of the examination of the course in question or within the period set by the University for the purpose of student review. The student's identification is stated with the Identification Card / Passport number and matric / student card number.

25.10. Course Grade Review Appeals

- (i) Students are entitled to submit an appeal for examination grade revision of the relevant courses to the School within the period and according to the prescribed procedures.

- (ii) Students must make an appeal fee payment at the Bursar's Office according to the following rules:
 - (a) The appeal fee rate is RM50.00 per course (for revision of final semester exam answer scripts);
 - (b) All payments are made using the Payment Instruction Form.
- (iii) Students must personally submit a copy of the Course Mark Revision Appeal Form to the School that offers the course in question. The appeal fee receipt must be attached upon submission of the appeal form to the School.
- (iv) Course grade review appeals must be made within seven (7) working days from the date the course grade is announced by the School. However, the period is subject to a closing date decided by the University using the Course Grade Review Appeal Form.
- (v) The School is accountable for revising the relevant student's final exam answer script when the appeal is received.
- (vi) As a result of revision of the final exam paper, the score taken into account is the score obtained after revision.
- (vii) The School must inform the student of the appeal decision.
- (viii) The appeal results of examination of thesis and oral examination must be applied in writing to the Dean of the Graduate Business School within 14 days from the date of the presentation results (viva) are announced. The appeal process must comply and adhere to the procedures and rules in force.
- (ix) The final revised grade must be endorsed by the Senate.

26. Academic Position

26.1. Student achievement is assessed according to the following grading:

- (i) Coursework using GPA.
- (ii) Mixed mode using GPA and research grades.
- (iii) Research study types use research grades.

26.2. The student's academic standing is determined at the end of each semester by using GPA and research grades are as shown in Table 5, Table 6 and Table 7 (**Appendix 1**).

26.3. Students who obtained Conditional Pass status (LB) as much as **twice in a row** will be given the result of Fail and dismissed from studies.

26.4. Completed Studies (TP)

- (i) Students who do not apply for an award within the specified period will be given TP status after confirmation by the Senate.
- (ii) TP status for two (2) years.
- (iii) After the expiry of that period the student is no longer entitled to be awarded.
- (iv) Students who owe the University will not be graduated and may withhold their Certificates and Transcripts of Examination Results

27. Graduation

27.1. Students are only eligible to be graduated and certified a Master's Degree / Doctor of Philosophy after the following conditions are complied with: -

- (i) Obtain the prescribed number of passing credits in the Programme and obtain a Pass (L).
- (ii) Pass all required courses and thesis, dissertations and project papers.
- (iii) Publication in proceedings or journals is mandatory for research students, i.e., at least ONE (1) publication for both Doctoral Degree students and Master's by Research students. With the exception of Master's by coursework and Master's mixed mode students, publication in proceedings or journals is mandatory for research students. This condition must be complied for the purpose of graduating.
- (iv) Submit the graduation application using the clearance form and get the application certified by the School Dean and approved by the Senate.

27.2. The application period for graduation begins from the second (2nd) week to the twelfth (12th) week of each semester subject to the work schedule issued by the Graduate Business School (GBS). Late applications will be subjected to a fine of RM50.00.

27.3. Students who failed to apply for graduation within the specified period will be given the complete status (TP) after confirmation by the Senate. TP position status is limited to two years. After the expiry of that period the student is not entitled to be certified for a Degree.

27.4. Students who are in debt or owed to the University will not be certified for a degree and may have their transcripts of their examination results withheld and might not be eligible to attend the graduation ceremony.

27.5. Table 3a classifies the awarding of degrees based on the student's CGPA. This section applies to all master's programme offered. There are two classification of awarding degrees namely distinction and merit achievement according to student's CGPA.

Table 3a: Classification of awarding Degree

Course Work (GPA)	Decision	Continuing Qualifications	Award Qualifications	Printed on Scroll (Example)
CGPA \geq 3.75	Pass (L)	Qualified	Graduated with Distinction	Master in Business Administration (Cooperative Management) with Distinction
3.00 \leq CGPA < 3.75	Pass (L)	Qualified	Graduated with Merit	Master in Business Administration (Cooperative Management) with Merit

PART VII – DEFERMENT, SUSPENSION AND TERMINATION

28. Deferment, Suspension and Termination

28.1. Deferment of Studies

(i) Deferment of Studies for Health Reasons

Students can submit an application to defer their studies due to health reasons by obtaining confirmation from a doctor certified by the University Medical Officer or Government Hospital.

Deferment of studies due to illness shall not be taken into account in the number of semesters that have been used. However, the deferment period is limited to two (2) consecutive semesters only.

(ii) Deferment of Studies due to the Personal and Other Reasons

Students can apply to defer their studies for reasons other than health reasons with the permission of the sponsor (if any). The deferment period will be taken into account in the calculation of the next semester.

Application for deferment for a semester must be made no later than the seventh (7th) week of the semester in question. Applications after that week will not be accepted. The maximum period of deferment allowed is half of the minimum period of study.

(iii) Students who obtained approval to defer their studies are not eligible to utilize any facilities and services provided by the University for the students.

(iv) For graduation purposes, any deferral period will not be taken into account in calculating the minimum period.

28.2. Academic Suspension

(i) Students may be suspended for the following reasons:

- (a) Disciplinary action; or
- (b) Failed to clear the debt owing to the University

(ii) The suspension period will not be taken into account in the calculation of the number of semesters used.

(iii) Suspended Students are not allowed to use any facilities and services provided by the University for students.

28.3. Termination of Study

- (i) Withdrawal with permission.
 - (a) Students can apply to withdraw studying at any time; and,
 - (b) Students are not allowed to leave their studies until the application is approved by the University.
- (ii) Dismissed from Studies
 - (a) The University is authorized to give a Failed and Dismissed (GB) result if the student obtains a CGPA of less than 3.00.
 - (b) Students who owe the University may also be dismissed from their studies.
 - (c) Students are responsible for any consequences and implications if they withdraw from the courses with permission or are dismissed from their studies. Any fees or payment related to the studies that have been made at this University will not be refunded.
- (iii) However, the University reserves the absolute right to demand all outstanding debts from the students.
- (iv) Students may also be dismissed or suspended from studies for a certain period of time for violating University rules and regulations.
- (v) Any act of plagiarism, fraud or malpractice in the academic field is a misdemeanor that can be subject to disciplinary action under the University's Postgraduate Student Handbook.
- (vi) Students who are inactive for two consecutive semesters, unless due to health reasons, may be terminated by the University Senate.

29. CGPA and GPA Calculation Table for Coursework and Mixed Mode

29.1. Grade Point Average (GPA) is the average grade point average earned by a student in a semester. It is calculated as follows:

$$\text{Total Value Points (JMN)} = (k_1 * m_1) + (k_2 * m_2) + \dots + (K_n * m_n)$$

$$\text{Calculated Credit Amount (JKK)} = k_1 + k_2 + \dots + k_n$$

$$\begin{aligned} \text{GPA} &= \text{Total Grade Points} / \text{Total Credit Count} \\ &= (k_1m_1 + k_2m_2 + \dots + k_nm_n) / (k_1 + k_2 + \dots + k_n) \end{aligned}$$

with:

k₁, k₂ = Credit for the course concerned

m₁, m₂ ...= Value points obtained

n = Number of courses taken in the semester

Example: Semester I and Semester II exam results

Semester I

	Subject	Credit	Grade	Value Points	Total points value
1.	Marketing Strategies for Cooperative Managers	3	B	3.00	9.00
2.	Strategic Entrepreneurship for Business	3	B	3.00	9.00
3.	Innovation, Technology Management and Commercialization	3	A-	3.75	11.25
4.	Organizational Behavior and Corporate Leadership	3	C	2.00	6.00
5.	Managing Strategic Human Resources	4	B-	2.75	11.00
6.	Cooperative Development and Policies	2	A	4.00	8.00
	Amount	18			54.25

$$\begin{aligned} \text{GPA} &= \text{Total points} / \text{total credits} \\ &= 54.25 / 18 \\ &= \mathbf{3.01} \\ \mathbf{GPA} &= \mathbf{3.01} \end{aligned}$$

Semester II

	Subject	Credit	Grade	Value Points	Total points value
1.	Accounting and Financial for Cooperative Managers	3	B+	3.67	11.01
2.	Business Analytics for Cooperative Management	3	B-	2.75	8.25
3.	Comparative Study in Cooperative Law and Business Law	3	A	4.00	12.00
4.	Designing Cooperative Business Plan	3	C+	2.67	8.01
5.	Business Research Methods & Application	2	A-	3.75	7.50
	Amount	15			46.77

$$\begin{aligned} \text{GPA} &= \text{Total points} / \text{total credits} \\ &= 46.77 / 15 \\ &= 3.12 \end{aligned}$$

Cumulative Grade Point Average (GCPA) is the average grade point average earned by a student for all semesters that have been followed.

The calculation is as follows:

$$\text{GPA} = (\text{JMN})_1 + (\text{JMN})_2 + \dots(\text{JMN})_n - (\text{JMN Canceled}) / (\text{JKK})_1 + (\text{JKK})_2 + \dots(\text{JKK})_n - (\text{JKK Canceled})$$

by:

- (JMN)₁, (JMN)₂ = Total points earned in a semester
- (JKK)₁ + (JKK)₂ = Total credits counted in a semester
- (JMN Canceled) = Total points canceled in a semester
- (JKK Canceled) = Amount of credits canceled in a semester
- n = Number of courses taken in the semester.

Example:

$$\begin{aligned} \text{Semester I CGPA} &= \text{JMN Semester I} \\ &= 54.25 / 18 \\ &= \mathbf{3.01} \end{aligned}$$

$$\begin{aligned} \text{Semester II CGPA} &= (\text{JMN Semester I} + \text{JMN Semester II}) \\ &\quad \underline{\hspace{10em}} \\ &\quad (\text{JKK Semester I} + \text{JKK Semester II}) \\ &= (54.25 + 46.77) / (18 + 15) = 3.06 \end{aligned}$$

SECTION VIII – MISCELLANEOUS

30. General Provisions

- 30.1. The University reserves the right to take necessary action if a student is found to have given false information regarding the student's application.
- 30.2. Every application and appeal from students related to this rule must be submitted to the Graduate Business School (GBS) through the Dean of the respective School with the support of the supervisor. The Dean of the Graduate Business School (GBS) will refer the application or appeal to the Graduate Studies Committee to obtain an opinion or certificate that will be presented to/through the respective School. If necessary, the Dean of the Graduate Business School (GBS) will refer to the Senate's decision for approval or confirmation prior notifying the students.
- 30.3. Students dismissed other than for disciplinary issues may appeal to continue or extend the period of study at UKKM's Graduate Business School (GBS) within fourteen (14) days after the official examination results are announced by the University.
- 30.4. Any further method of implementation may be made in accordance with any provision of this Regulation. All implementation methods made must be followed.
- 30.5. The Senate may allow any exemption it deems appropriate to the benefit and requirements of this Rule.

APPENDIX 1

Table 4: Duration of study for Full Time and Part Time

PROGRAMME	FULL-TIME		PART-TIME		
	Minimum (Semester)	Maximum (Semester)	Minimum (Semester)	Maximum (Semester)	Period Resident
Masters by Research	3	10	5	12	According to the needs of each Programme
Masters by Course Work	3	10	5	12	
Masters in Mixed Mode	3	10	5	12	
Doctor of Philosophy	6	12	8	14	

Note: Residence means any activity done by students with the University such as seminars / courses / briefings / conferences / meetings with Supervisors and others.

Table 5: Grading System for Courseworks Mode

Score	Grade	Grade Value	Level of Achievement
80-100	A	4.00	Excellent
75-79	A-	3.75	Excellent
70-74	B+	3.67	Good
65-69	B	3.00	Good
60-64	B-	2.75	Conditional Pass
55-59	C+	2.67	Conditional Pass
50-54	C	2.00	Conditional Pass
0-49	C-	1.70	Fail

Table 6: Academic Standing for Courseworks **Mode**

Course Work (GPA)	Decision	Continuing Qualifications	Award Qualifications
CPA \geq 3.00	Pass (L)	Qualified	Qualified
$2.75 \leq$ CPA $<$ 3.00	Conditional Pass (LB)	Conditional	Not qualified
CPA $<$ 2.75	Failed (G) - Dismissed	Not deserved	Not qualified

Table 7: Grading System for Research Mode

Research Grade			Decision	Qualifications Further study	Award Qualifications
Overall Assessment	Mark Description $0 \leq M \leq 100$	Grade			
Satisfactory (MM)	$80 \leq M \leq 100$	A	Pass (L)	Qualified	Qualified
	$75 \leq M \leq 79$	A -			
	$70 \leq M \leq 74$	B+			
	$65 \leq M \leq 69$	B			
Less Satisfactory (KM)	$60 \leq M \leq 64$	B -	Condition al Pass (LB)	Conditional	Not deserved
Unsatisfactory (TM)	$55 \leq M \leq 59$	C+	Failed (G) - Dismissed	Not deserved	Not deserved
	$50 \leq M \leq 54$	C			
	$45 \leq M \leq 49$	C-			
	$40 \leq M \leq 44$	D			
	$00 \leq M \leq 49$	F			

Table 8: List of English-Speaking Countries

1	USA	18	Grenada	35	Montserrat	52	Saint Helena
2	Anguilla	19	Guam	36	Micronesia	53	Samoa
3	Antigua & Barbuda	20	Guernsey	37	Namibia	54	Saint Kitts & Nevis
4	Australia	21	Guyana	38	Nauru	55	Seychelles
5	Bermuda	22	Hong Kong	39	New Zealand	56	Sierra Leone
6	British Virgin Islands	23	India	40	Nigeria	57	Solomon Islands
7	Bahamas	24	Ireland	41	Niue	58	South Africa
8	Bangladesh	25	Isle of Man	42	Norfolk Island	59	Sudan
9	Barbados	26	Jersey	43	Papua New Guinea	60	Swaziland
10	Canada	27	Jamaica	44	Pakistan	61	Tanzania
11	Cayman Islands	28	Kiribati	45	Puerto Rico	62	Tonga
12	Christmas Island	29	Kenya	46	Palau	63	Trinidad & Tobago
13	Cook Islands	30	Liberia	47	Philippines	64	Turks & Caicos Islands
14	Falkland Islands	31	Malawi	48	Rwanda	65	Uganda
15	Fiji	32	Malta	49	Singapore	66	United Kingdom
16	Ghana	33	Marshall Islands	50	Saint Lucia	67	US Virgin Islands
17	Gibraltar	34	Mauritius	51	Saint Vincent & The Grenadines	68	Zambia