

Academic Regulations & Thesis Writing Guidelines



Postgraduate Student Handbook

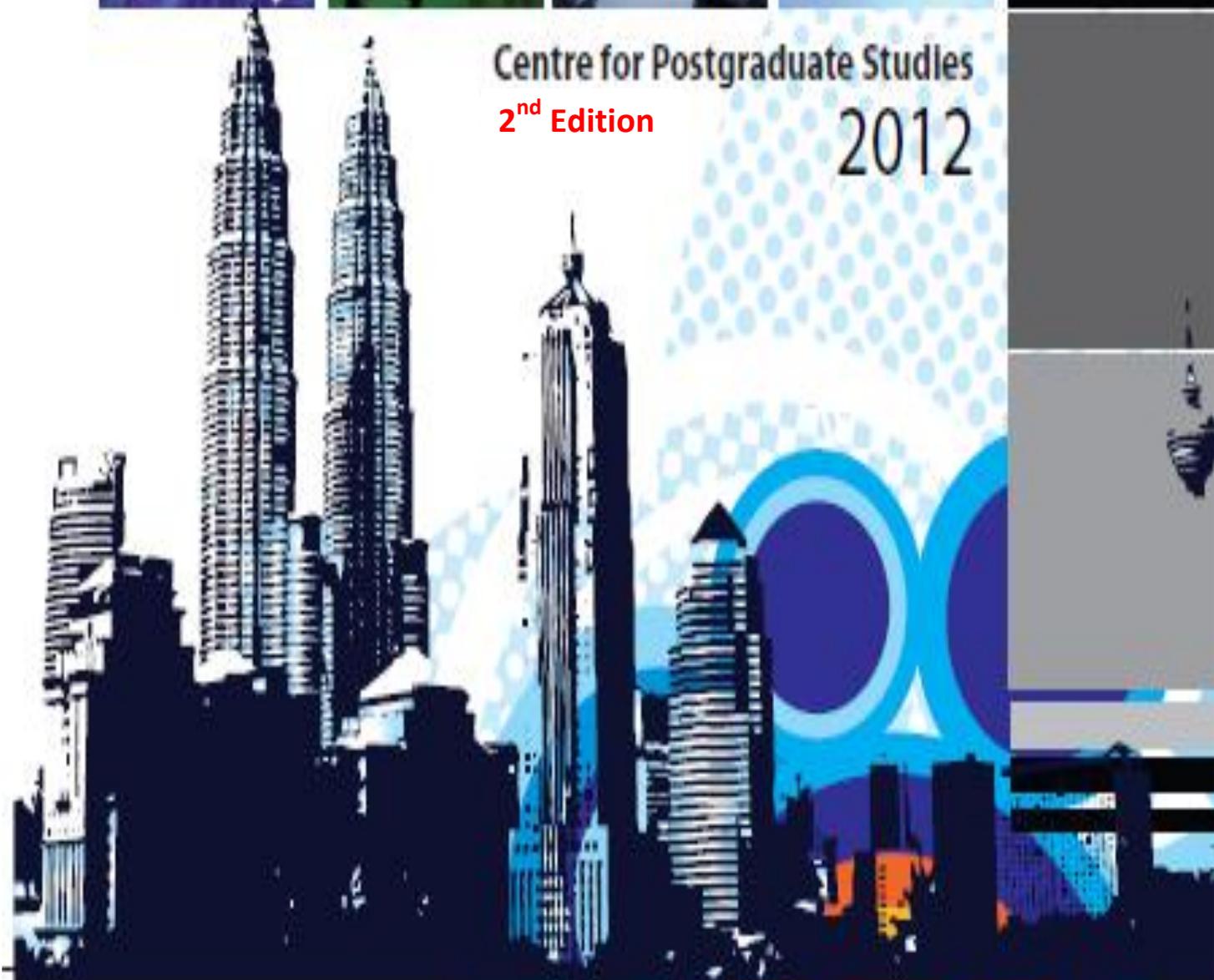
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Centre for Postgraduate Studies

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PREFACE

Infrastructure University Kuala Lumpur (IUKL) Postgraduate Academic Regulations provide the framework for the conduct of the University's postgraduate academic activities.

Continuing efforts are made each year by the Centre for Postgraduate Studies to revise and improve these regulations in order to enhance the quality of the University's postgraduate programmes and the achievement of educational goals.

STUDENT'S RESPONSIBILITY

Students are bound to abide by all sections of the Academic Regulations and to observe all procedures in order to enable the University to administer effective and efficient services.

Students are required :

- i. to understand and comply with all the stipulated regulations.
- ii. to fulfill all the academic requirements stipulated in the curriculum of study
- iii. to complete the course registration within the specified time.
- iv. to validate the course registration.
- v. to pay the University tuition fees within the stipulated time.
- vi. to be proactive in obtaining guidance and advice from the lecturers, Academic Advisors, Heads of Postgraduate Programme, Deans of School and administrative staff when faced with any form of predicaments.
- vii. to be fully accountable for all the repercussions of non-compliance towards the stipulated regulations and procedures.

The Centre for Postgraduate Studies has the right to amend or delete any part of this Handbook or its content in line with the University's policy as well as in compliance with the government regulations and requirements. This Handbook contains extracts of the University policy deemed to be relevant to postgraduate students. However, reference to the full policy is advised for comprehensive clarity.

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A. ACADEMIC REGULATIONS

1.0 DEFINITIONS

Academic Advisor is an academic staff appointed by the School Dean to provide advisory assistance to students pertaining to academic matters.

Assessment is the measurement of a student's performance either in the form of examination, written test, laboratory/workshop/studio/field/technical work, project, thesis, academic training, practical training, industrial training, practicum, and others.

Audit refers to a situation where a student voluntarily registers for a course, attends lectures but does not sit for examination and does not require any assessment to be graded, thus no credit earned.

Candidate means a person who has registered for a graduate programme of study in this University.

Certificate/ Scroll is an official document produced by the University that endorses the conferment of a Degree.

Complete is the status awarded to a student who has completed and passed all academic requirements and fulfilled all conditions stipulated by the University.

Co-requisites is a course that must be taken prior to or at the same time as the course for which it is required.

Co-Supervisor means a person appointed jointly with another supervisor to supervise the thesis of a candidate. He can be appointed from outside the Department or University.

Course is a subject or training programme (in all forms), listed in a plan of study for a particular programme.

Coursework means the mode of a programme of study whereby the candidate will be required to follow lectures and/or do academic exercises in the form of assignments, project papers, etc..

Course Exemption means the student will be exempted from taking a course offered by the University based on the recognized academic work or any related work experience. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for the purpose of graduation.

Credit Attempted refers to the total number of credit hours for all courses taken by the student at the University.

Credit Earned is the total number of credits hours earned for courses passed.

Credit Hour is a weightage given to a course based on the number of hours per week of lectures, tutorials, studio, laboratory work, etc..

Credit for Graduation means the total number of credits hours required to earn a degree in a particular programme.

CGPA (Cumulative Grade Point Average) means the average cumulative point obtained for all semesters.

Credit Transfer means the acceptance of a student's academic record at another college or university, in whole or in part, as either identical to or the equivalent of a part of a IUKL course, for which appropriate Credit Hours are granted by IUKL at its sole discretion. When a student is granted **credit transfer for a course**, the student will be exempted from taking a similar course offered by the University and he/she will be granted with equivalent credits.

Degree means an award conferred by the University on a candidate who has fulfilled the requirements for a Master or PhD programme of study.

Duration of Study means the total number of years/semesters required to complete a programme, as specified in the curriculum.

Dismissal is a situation where student fails to attain a minimum CGPA of 3.000 for three consecutive semesters and he/she is dismissed from the University.

Elective Course is a course which students can select from the list of courses offered to meet the programme requirements.

Equivalent Course means a course that is identified as being at the same level and/or having about the same content as another course.

Examination means a continuous formal, supervised assessment used to measure students' learning outcomes and shall include, but not limited to tests, assignments, quizzes, laboratory evaluation, and practicum, whichever is appropriate.

Examiner is an academic staff appointed by the Dean of School to set and mark examination papers for a particular course for a particular period.

External Examiner means a person from outside the University appointed by the School to examine a Master or PhD thesis.

GPA (Grade Point Average) means the average grade point earned in a semester.

Graduation is the status awarded to a student who has completed and passed all academic requirements and fulfilled all conditions stipulated by the University.

Grade is an assessment in the form of a letter grade signifying a student's performance in a particular course.

Incomplete is a status given to courses in which a student has failed to complete in a given semester.

Internal Examiner means an academic staff member of the University appointed by the School to examine a Master or PhD thesis.

Late Registration refers to the registration of courses by a Student after the add/drop period.

Major means a series of courses combined to meet IUKL's requirements in an area of specialisation that fulfills the required credit percentage or total credits in a programme of study.

Main Supervisor means a person appointed to head the supervisory group whenever a candidate has more than one (1) supervisor.

Minor means a second field of specialisation in the programme of study offered.

Postgraduate is a level of study for Master or PhD programme.

Pre-requisite is a course in which a student has to attain an acceptable level pass before he can proceed to attempt any subsequent higher level course as specified in the programme requirement.

Postponement is a situation where a student opts to postpone his/her study upon approval by the University.

Postgraduate Examiners Board means the committee set up at the School to look into all examination matters for graduate studies.

Probation is an Academic status for a student who fails to attain the minimum CGPA of 3.00 for a particular semester.

Programme Requirement is a list of core courses required based on the needs of a particular programme of study specified by the School which must be fulfilled by the student in order to be awarded a Degree.

Repeat means retaking a course to improve the grade and CGPA from an earlier semester.

Review of Examination Results is a request by a student to the Senate Review Committee for a grade review.

Suspension Period is a period in which a student is suspended from being a University student due to disciplinary or Academic action taken against him/her.

Senate is the highest academic body as provided by the Constitution of University to oversee and be responsible for teaching, research and examinations and the determination of the award of any Degree, certificate and other academic honours conferred by the University.

Student means a registered student who is following a course of study on a full-time or part-time basis in the University.

Study Programme is the curriculum components and study duration of a programme which depicts the specified courses to be taken for the purpose of conferment of a Master or PhD.

Supervisor means a person appointed to supervise a candidate's research for thesis writing.

Supervisory Committee means a committee of two (2) or more members including a chairperson set up by the respective School to supervise the research and/or evaluate a student's thesis.

Thesis means an academic composition presented by a candidate as fulfilment of the Master or PhD programme.

Transcript is an official complete record of a student's academic performance, including subjects taken, credit hours earned, and grades received.

University means Infrastructure University Kuala Lumpur (IUKL).

Unauthorized Withdrawal means a situation where a student leaves the University without authorization and will be treated as having withdrawn from the University.

Withdraw from University means a situation where a student opts to discontinue his /her study at the University.

Withdraw from courses means a situation where a student opts to discontinue his /her study for a particular course for the semester

2.0 ACADEMIC CALENDAR

The University Academic Calendar is divided into two normal semesters and one short semester. Each normal semester consists of 14 weeks of lectures and a short semester consists of 7 weeks of lectures.

Intake of new students will be at the beginning of each semester followed by an Induction programme.

Semester structure is as follows*:

SEMESTER MARCH

Lectures	7 weeks
Study Break	1 week
Final Examinations	1 weeks
Total	9 weeks
End of Semester Break	2 Weeks

SEMESTER JUNE

Lectures	7 weeks
Mid Semester Break	1 week
Lectures	7 weeks
Study Break	1 week
Final Examinations	2 weeks
Total	18 weeks
End of Semester Break	2 Weeks

SEMESTER SEPTEMBER/OCTOBER

Lectures	7 weeks
Mid Semester Break	1 week
Lectures	7 weeks
Study Break	1 week
Final Examinations	2 weeks
Total	18 weeks
End of Semester Break	3 Weeks

Total **52 Weeks**

*Subject to change.

3.0 ADMISSION

3.1 Entry Requirements

In general, the academic entry requirements for acceptance into the Postgraduate programmes are based on the following qualifications (and experience if applicable):

Programmes	Requirements*
PhD	Master's degree or equivalent in the relevant field
Master**	Bachelor's Degree or equivalent in relevant field

** All degrees must be recognized by the Senate of the University and adheres to MQA's guidelines.

** With minimum CGPA of 2.50 and above (for engineering programmes).

English is the language of instruction at the University. Therefore all submissions must be in English. As such, all candidates need to have an appropriate level of competency in English, without which they will have to either attain the required level before submitting their application. The English level of competency requirement is as follows:

Type of Examination	Minimum Score Requirement
MUET	Band 3
TOEFL Paper Based Test (PBT)	550
TOEFL internet Based Test (iBT)	79
TOEFL Computer Based Test (CBT)	213
IELTS	Band 6.0

The following can also be considered:

Equivalent score of any of the above obtained at undergraduate level at a recognized university may be considered, (document as proof of equivalent from the said university will have to be submitted) or

Proof of a Bachelor's or Master's degree from a university where the medium of instruction is English

Students are required to sit for **an English Placement Test (EPT)** at IUKL before enrolment if they do not meet any requirements mentioned. If the candidates fail the EPT, they are required to attend the Intensive English Programme (IEP) before proceeding to the postgraduate programmes.

3.2 Study Duration

The status of candidates as either part-time or full-time students determine the duration of their normal and maximum periods of study:

All programmes are offered full-time and part-time	Normal (years)	Maximum (years)
PhD (full-time)	3	6
PhD (part-time)	4	8
Master (full-time)	1.5	3
Master (part-time)	2	4

3.3 Extension of Candidature

- 3.3.1 An application for extension of candidature must be made two (2) months prior to the date of expiration of a student's candidature.
- 3.3.2 This application must be made officially to the Head of CPS with the recommendation of Dean of respective School.
- 3.3.3 The maximum period of extension allowed is two (2) normal semesters only. Further extension may be considered with the approval from the Senate.

3.4 Withdrawal From University

- 3.4.1 Students may withdraw from the University completely without affecting his or her academic record.
- 3.4.2 The last day to withdraw is **before the thirteenth** week of the **Normal Semester** (before the **seventh week** of the **Short** semesters).
- 3.4.3 Students who have discontinued their study for more than two (2) consecutive semesters will be placed under Unauthorized Withdrawal(UW) status that is, they will be treated as having withdrawn from the University.

3.5 Postponement

A student can apply for postponement with valid reasons. However, this is subject to approval by the Dean and VP Academic.

3.6 Readmission

- 3.6.1 A student who withdraws from the University for reasons such as medical, personal, financial, and employment may apply for readmission to the University by completing an **Application for Readmission** Form.
- 3.6.2 Students, who have discontinued their study for more than two (2) consecutive semesters must apply for readmission.

3.7 Termination of Candidature

The University has the right to terminate a student's candidature if proven that the progress of study is not satisfactory or a candidate has violated the Universities Rules and Regulations.

3.8 Appeal for readmission after termination

A student may appeal against the University's decision to terminate his/her studies. A student must initiate the appeal within two weeks from the announcement date of the result by writing to the Head of Centre for Postgraduate Studies, with the recommendation of the respective Dean of the School, giving his reasons for the appeal accompanied by a receipt of payment for RM 100.00 (Ringgit Malaysia: One Hundred Only)

3.9 Non-Degree students

Individual who do not wish to pursue a Postgraduate Degree at Infrastructure University Kuala Lumpur (IUKL), but are interested in taking specific courses for personal or professional development, or as Visiting/Exchange Students or conducting supervised research can apply to undertake a limited period of study as non-degree students.

3.10 Academic Fresh Start

An Academic Fresh Start means a student is considered as a new IUKL student. Thus all previous IUKL courses will be excluded from the calculation of requirements, credits, and grade point average. No exemption and credit transfer will be considered.

4.0 POSTGRADUATE CURRICULUM

Infrastructure University Kuala Lumpur (IUKL) offers postgraduate curriculum which are developed by respective Schools and administered by the Centre for Postgraduate Studies (CPS). Postgraduate Curriculum are offered in three (3) structure/mode of studies.

4.1 Structure A – Research Mode (Full Research):

Candidates are required to conduct research under an academic supervisor/supervisory committee and prepare a thesis as fulfillment of the graduation requirements

4.1.1 Registration

- i. Candidates pursuing a programme of study by full research must register for courses as required under the programme.
- ii. The thesis must be prepared in accordance with the *Postgraduate Thesis Writing and Guidelines*.
- iii. The number of credit hours for research and thesis preparation is as determined by each programme of study.

- iv. It is the responsibility of a candidate to renew his/her registration every semester and pay the tuition fees within a stipulated period.

4.1.2 Registration of Continuing Students

- i. All continuing students are required to register at the beginning of each subsequent semester. A student must maintain continuous registration throughout his/her period of study, failing which he/she is assumed to have defaulted his/her candidature.
- ii. Students who are not in a position to register on the required date will have to apply in writing to the Dean of the School and the written permission must be obtained prior to the date of registration.
- iii. The candidature of a student ceases automatically once he/she exceeds the maximum period of study for the programme. Under certain circumstances, the student may apply for an extension, but this has to be done at least one (1) semester before the maximum period.
- iv. The candidature of a student also ceases automatically when he/she has fulfilled all graduation requirements for the programme.

4.1.3 Assessment

The assessment structure for the research credits is as follows:

Abbreviation	Explanation
P or F	Pass or Fail
I	Incomplete
S	Satisfactory
EX	Credit Exemption
W	Withdraw
AU	Audit
NS	Not Satisfactory

The interpretation of the above is as follows:

- P or F** : These are for courses that have been already completed by the student and would have the corresponding grade points. **P** status will be given to a student who is considered to have satisfactorily completed all the requirements for a registered course; **F** will be given to students who are considered to have not completed all the course requirements successfully.
- I** : When a student fails to sit for an examination or to complete a coursework/assignment due to medical reasons, and this has been certified by a Medical Officer, or for any other reason approved by the Dean of School. In such case:

- The student would be required to sit for a resit examination as a make-up for the examination missed or to complete the incomplete assignment at a due date agreed upon by the Dean of School.
 - The **I** status is valid only until the end of the following semester, after which the status automatically changes to **F**.
 - Under very exceptional circumstances, the Dean of School may authorize an extension of the approved period.
- S** : The graduate research student has obtained satisfactory progress at the research stage and is required to carry forward the research credit to the next semester with the agreement of the advisor or supervisor.
- EX** : This status is given to a student who has received a credit exemption for a course according to the specified regulations. The course will be given the credit hours but its grade point will not be taken into account for the computation of the CGPA.
- W** : A status given to a course chosen to be withdrawn by the candidate within the stipulated period. No grade point will be available and as such will not be included in the calculation for the CGPA. The course will be nonetheless recorded in the transcript.
- AU** : To be registered in the transcript of a student who chooses to attend in a course but would not be assessed.
- NS** : The graduate student who has obtained poor progress at the research stage and is allowed to carry forward the research credit to the next semester. A graduate research student who obtained Not Satisfactory (NS) in any registered research course will get probation. A graduate research student who obtained NS for three consecutive regular semesters is considered to have failed and will be dismissed.

4.1.4 Academic Status

- i. **Good Standing**
To be able to continue in the subsequent semester, and therefore earns a good standing status, the students must obtain **S** in the registered research course.
- ii. **Academic Probation**
A graduate research student who obtained Probation (PB) in any of the registered research course will be placed under academic probation, and will be required to redeem with a Satisfactory (**S**) in the following semester.

iii. Dismissal

A graduate research student who obtained grade Fail (F) in any of the registered research course is considered to have failed and will be dismissed.

A graduated research student who obtained Probation (PB) in any registered research course for three consecutive regular semesters is considered to have failed and will be dismissed.

4.1.5 Submission and Examination of Thesis

Upon the recommendation of the student's supervisor/supervisory committee, the student submits his/her final thesis to the School using **CPSF4** form.

A student is required to make an oral presentation and thesis defence, as part of the thesis evaluation to the Board of Examiners.

The Board of Examiners, nominated by the respective Schools, will convene to conduct the student's defence (viva voce).

The Board of Examiners shall examine the various reports and make recommendations to the Senate with either one of the following:

- i. Award the degree with no amendments to the thesis.
- ii. Award the degree pending minor amendments (as identified by the examiner) made within the specified time.
- iii. Award the degree pending major amendments with revisions made within the specified time.
- iv. Reject the thesis and deny the award of the degree.

Additional fees must be paid by candidates who are required to make major corrections to their thesis, which must be resubmitted for re-examination. The period allowed for resubmission in such cases must not be more than three (3) months after the viva.

4.1.6 Graduation Requirements

To be eligible for graduation, a student must have completed all requirements stipulated in the Academic Regulations and Thesis Writing Guidelines. The requirements for graduation shall include the following conditions:

- i. A student must complete and pass the Research Methodology course.
- ii. A student must complete and pass all required courses, earn the required research credit hours required by the programme, successfully submitted and defended the thesis which is acceptable to the Board of Examiners.
- iii. Fulfill the normal duration of candidature.

- iv. PhD students are required to publish at least one paper in a journal during the course of their study. Master programme students are encouraged to publish in journals.
- v. A student must settle all fees due to the University.

Students who have fulfilled all the requirements for graduation are required to apply for graduation using the Graduation Checklist.

4.1.7 Residential Requirement

Part-time Master’s candidates who are pursuing the programme on a research basis must fulfill a residential requirement of ten (10) days during the entire period of study whilst part-time PhD candidates must fulfill a residential requirement of fifteen (15) days.

4.2 Structure B – Mixed Mode (Coursework and Thesis/Project Paper)

For Mixed Mode structure, candidates will have to register and pass a certain number of taught courses and prepare a thesis/project paper. The weighting of each component (coursework/project paper) varies depending on the requirement of the Schools.

Example of the structure:

Structure B (Mixed Mode)	Year I		Year II	
	Semester I	Semester II	Semester III	Semester I
7 taught Courses (21 credit hours)	(4 courses) 12	(3 courses) 9	0	0
Dissertation project (19 credit hours)	0	3	4	12
Total (40 credit hours)	12	12	4	12

Full-time candidates:

The above table is recommended, but the taught courses may alternatively be spread over the maximum period (giving allowances for possible repeats and deferrals).

Part-time candidates:

Candidates are recommended to take 2 courses (6 credit hours) a semester, but the taught courses may alternatively be spread over the maximum period (giving allowances for possible repeats and deferrals).

4.2.1 Registration

- i. All students must register for courses and thesis/project paper as required under the programme.
- ii. The credit hours for the courses vary from programme to programme. For taught courses, students undergo lectures, tutorials, laboratories, seminars, group discussions, etc. The credit hours for thesis or project paper are allocated only to show their contribution (or weightage) towards the programmes.
- iii. All continuing students are required to register at the beginning of each subsequent semester. A student must maintain continuous registration throughout his period of study, failing which he/she is assumed to have defaulted his candidature.

4.2.2 Assessment

The grading structure for a mixed mode is based on the combination of the grading structures of Structure A (Full Research mode) and Structure C (Coursework mode)

4.2.3 Grading System

A student's performance in any course is reflected by the grades received.

The Grading System is as follows:

Marks %	Grade	Grade Point	Achievement Remarks
95-100	A+	4.00	Excellent
85-94	A	4.00	High Distinction
75-84	A-	3.67	Distinction
70-74	B+	3.33	Very Good
65-69	B	3.00	Good
60-64	B-	2.67	Merit
55-59	C+	2.33	Satisfactory
50-54	C	2.00	Pass
0-49	F	0.00	Fail, No Credit

Apart from the above grading system, the following grades also apply. However these grades are not included in the calculation of Grade Point Average (GPA), but will appear in the transcripts.

Abbreviation	Explanation
P or F	Pass or Fail
I	Incomplete
S	Satisfactory
EX	Credit Exemption
W	Withdraw
AU	Audit
NS	Not Satisfactory

The interpretation of the above is as follows:

- P or F** : These are for courses that have been already completed by the student and would have the corresponding grade points. **P** status will be given to a student who is considered to have satisfactorily completed all the requirements for a registered course; **F** will be given to students who are considered to have not completed all the course requirements successfully.
- I** : When a student fails to sit for an examination or to complete a coursework/assignment due to medical reasons, and this has been certified by a Medical Officer, or for any other reason approved by the Dean of School. In such case:
- The student would be required to sit for a resit examination as a make-up for the examination missed or to complete the incomplete assignment at a due date agreed upon by the Dean of School.
 - The **I** status is valid only until the end of the following semester, after which the status automatically changes to **F**.
 - Under very exceptional circumstances, the Dean of School may authorize an extension of the approved period.
- S** : The graduate research student has obtained satisfactory progress at the research stage and is required to carry forward the research credit to the next semester with the agreement of the advisor or supervisor.
- EX** : This status is given to a student who has received a credit exemption for a course according to the specified regulations. The course will be given the credit hours but its grade point will not be taken into account for the computation of the CGPA.

W : A status given to a course chosen to be withdrawn by the candidate within the stipulated period. No grade point will be available and as such will not be included in the calculation for the CGPA. The course will be nonetheless recorded in the transcript.

AU : To be registered in the transcript of a student who chooses to attend in a course but would not be assessed.

NS : The graduate student who has obtained poor progress at the research stage and is allowed to carry forward the research credit to the next semester. A graduate research student who obtained Not Satisfactory (NS) in any registered research course will get probation. A graduate research student who obtained NS for three consecutive regular semesters is considered to have failed and will be dismissed.

4.2.4 Graduation Requirement

To be eligible for graduation, a student must have completed all requirements stipulated by the University. The requirements for graduation shall include the following conditions :

- i. Pass all core and elective courses and also other pre-requisite courses determined by the respective School;
- ii. Pass the thesis or project paper as determined by the School;
- iii. Obtain a CGPA of 3.0 and not more than two (2) courses below the B grade;
- iv. Fulfill the normal duration of candidature;
- v. Settle all fees due to the University.

Students who have fulfilled all the requirements for graduation are required to apply for graduation using the Graduation Checklist.

4.3 Structure C – Coursework mode (Fully Taught Courses)

Candidates will have to register and pass all taught courses as fulfillment of the graduation requirements. Structure of the courses varies depending on the requirement of the Schools.

Example of the structure:

Example 1:

Structure C Coursework mode	Year I		Year II	
	Semester I	Semester II	Semester III	Semester I
15 taught Courses (45 credit hours)	(4 courses) 12	(4 courses) 12	(3 courses) 9	(4 courses) 12
Project (0 credit hours)	0	0	0	0
Total (45 credit hours)	12	12	9	12

Example 2:

Structure C Coursework mode	Year I		Year II	
	Semester I	Semester II	Semester III	Semester I
13 taught Courses (39 credit hours)	(4 courses) 12	(4 courses) 12	(3 courses) 9	(2 courses) 6
Project (6 credit hours)	0	0	0	6
Total (45 credit hours)	12	12	9	12

Full-time candidates:

The above table is recommended, but the taught courses may alternatively be spread over the maximum period (giving allowances for possible repeats and deferments).

Part-time candidates:

Candidates are recommended to take 2 courses (6 credit hours) a semester, but the taught courses may alternatively be spread over the maximum period (giving allowances for possible repeats and deferments).

4.3.1 Registration

- i. New students pursuing postgraduate studies must register their candidature according to the terms and conditions offered and the dates determined by the University. If a new student fails to register without written permission from the Dean of the School, the acceptance offer will be considered automatically withdrawn
- ii. A student is allowed to be registered in only one programme at any one time. Throughout a student's candidature at University, s/he is not allowed to register for or registered in any other similar programmes, in a local or foreign university, without a written permission from University. Once enrolled in a programme, the candidature of a student shall only be interrupted by withdrawal, termination or deferment
- iii. All payments must be made on the first day of registration
- iv. Class schedule will be published on the Student Portal before the registration date for every semester

4.3.2 Assessment

- i. Assessment on a course is done continuously in the form of course work (eg. Project, Assignment, Test, Quiz etc), or others throughout the lecture weeks, according to the guidelines set by the School, and Final Examination.
- ii. Ignorance of exam and assessment requirements will not be accepted as an excuse for poor or incomplete performance.

4.3.3 Grading System

A student's performance in any course is reflected by the grades received.

The Grading System is as follows:

Marks %	Grade	Grade Point	Achievement Remarks
95-100	A+	4.00	Excellent
85-94	A	4.00	High Distinction
75-84	A-	3.67	Distinction
70-74	B+	3.33	Very Good
65-69	B	3.00	Good
60-64	B-	2.67	Merit
55-59	C+	2.33	Satisfactory
50-54	C	2.00	Pass
0-49	F	0.00	Fail, No Credit

Apart from the above grading system, the following grades also apply. However these grades are not included in the calculation of Grade Point Average (GPA), but will appear in the transcripts.

Abbreviation	Explanation
P or F	Pass or Fail
I	Incomplete
S	Satisfactory
EX	Credit Exemption
W	Withdraw
AU	Audit
NS	Not Satisfactory

The interpretation of the above is as follows:

- P or F** : These are for courses that have been already completed by the student and would have the corresponding grade points. **P** status will be given to a student who is considered to have satisfactorily completed all the requirements for a registered course; **F** will be given to students who are considered to have not completed all the course requirements successfully.
- I** : When a student fails to sit for an examination or to complete a coursework/assignment due to medical reasons, and this has been certified by a Medical Officer, or for any other reason approved by the Dean of School. In such case:
- The student would be required to sit for a resit examination as a make-up for the examination missed or to complete the incomplete assignment at a due date agreed upon by the Dean of School.
 - The **I** status is valid only until the end of the following semester, after which the status automatically changes to **F**.
 - Under very exceptional circumstances, the Dean of School may authorize an extension of the approved period.

- S** : The graduate research student has obtained satisfactory progress at the research stage and is required to carry forward the research credit to the next semester with the agreement of the advisor or supervisor.
- EX** : This status is given to a student who has received a credit exemption for a course according to the specified regulations. The course will be given the credit hours but its grade point will not be taken into account for the computation of the CGPA.
- W** : A status given to a course chosen to be withdrawn by the candidate within the stipulated period. No grade point will be available and as such will not be included in the calculation for the CGPA. The course will be nonetheless recorded in the transcript.
- AU** : To be registered in the transcript of a student who chooses to attend in a course but would not be assessed.
- NS** : The graduate student who has obtained poor progress at the research stage and is allowed to carry forward the research credit to the next semester. A graduate research student who obtained Not Satisfactory (NS) in any registered research course will get probation. A graduate research student who obtained NS for three consecutive regular semesters is considered to have failed and will be dismissed.

4.3.4 Graduation Requirements

To be eligible for graduation, a student must have completed all requirements stipulated by the University. The requirements for graduation shall include the following conditions:

- i. Pass all core and elective courses and also other pre-requisite courses determined by the respective School;
- ii. Pass the project paper (if any) as determined by the School
- iii. Obtain a CGPA of 3.0 and not more than two(2) courses below the B grade
- iv. Fulfill the normal duration of candidature
- v. Settle all fees due to the University

Students who have fulfilled all the requirements for graduation are required to apply for graduation using the Graduation Checklist.

4.3.5 Residential Requirements

A student must be in residence (enrolled at the University) for at least two semesters as a requirement to qualify for graduation.

Note: Individual Schools and departments might have additional residency requirements as part of their transfer policies

5.0 GENERAL RULES AND REGULATIONS

5.1 Course Registration

- i. All students must register on-line for every course taken during every semester. The registration of courses must be done at the beginning of the semester before the first day of class commence.
- ii. All students must register the right code and section number for all courses.

5.2 Registration of Continuing Students

- i. All continuing students are required to register at the beginning of each subsequent semester. A student must maintain continuous registration throughout his period of study, failing which s/he is assumed to have defaulted his candidature
- ii. Students who are not in a position to register on the required date will have to apply in writing to the Dean of the School and the written permission must be obtained prior to the date of registration
- iii. The candidature of a student ceases automatically once s/he exceeds the maximum period of study for the programme. Under certain circumstances, the student may apply for an extension, but this has to be done at least one (1) semester before the maximum period
- iv. The candidature of a student also ceases automatically when he has fulfilled all graduation requirement for the programme

5.3 Credit Hours for Course Registration

- i. A full-time Student must register for a minimum of 12 credit hours and a maximum of 18 credit hours in a normal semester and a minimum of 6 credit hours and a maximum of 9 credit hours in a short semester.
- ii. A Student may register for less than the minimum or more than the maximum credit hours with the approval of the Dean of the respective School.

5.4 Registration Slip

Students must print out the Registration slip and discuss with the Academic advisor to make sure all courses registered are in accordance with the programme requirements.

5.5 Pre-Requisite

Students must pass pre-requisite courses before registering for the following advanced courses.

5.6 Add/Drop Courses

During registration period and up through the **first two weeks** of the **Normal** semester (**first one week** of the **Short** semester), students may add courses without penalty. The drops courses will not appear on the student's permanent academic record or transcript during this period.

5.7 Late Registration

After the date specified as the last day to add/drop courses, students may register for **late-add** courses until the **end of fourth week** for **Normal** semester (or **end of second week** for **Short** semester). The student is required to pay RM50.00 penalty for every course added during this period.

5.8 Appeals for Registration

Students are not allowed to register after the **end of fourth week** for **Normal** semester (or **end of second week** for **Short** semester). However student may appeal with a valid reason. Approval is subject to permission by the course lecturer to join the class and approval by the Registrar. The student is required to pay RM200 for the appeal and RM50.00 penalty for every course added.

5.9 Suspension

Students under Disciplinary Suspension or Academic misconduct are not allowed to register.

5.10 Withdrawal from Courses

- i. After the first two weeks but before the thirteenth week of the Normal semester (after the first week and before the seventh week of the short semester), withdrawal from a course is permissible.
- ii. The student may receive a grade of "W" (withdrawal) grade which will appear on his/her permanent record or transcript. However, a 'W' grade shall not be counted toward the student's GPA.
- iii. Withdrawing from a course does not absolve student from any outstanding fees obligations to the University (Refer to University Refund Policy).
- iv. No withdrawing of a Course will be entertained after the last working day of the 13th week of the Normal Semester (the seventh week of the short semester).

5.11 Repeating a Course

- i. IUKL students who want to improve their grade and CGPA may repeat any course with the following criteria.
- ii. When a grade received in an initial attempt is a **B-, C+, C, or F**, a student has the opportunity to repeat the course and they can repeat a course more than once to achieve a better grade.
- iii. The better course grade will be used in calculating the Cumulative GPA (CGPA) and for completion of programme requirements. **All grades will appear on the student's transcript.**
- iv. The recorded grade point average of the student for the semester in which the course was originally taken will not be changed.
- v. Repeating a course does not retroactively change the prior status of the student (Academic Excellence award, academic probation, or dismissal).

5.12 Change of Programme of Studies

Students wishing to change from one curriculum to another must fill in the “Change of Programme Form” and report to the Dean's office of the School offering the curriculum in which entrance is desired and request acceptance into the new School or curriculum.

5.13 Registration for Audit

- i. A student can officially register for a course as an audit without earning a letter grade or credit.
- ii. The cost/tuition fees incurred is the same as registering for a normal course and it is an additional fee on top of the package fees for a particular programme.

5.14 Registration for Pass/Fail

- i. Students may enroll in elective courses outside their majors on a pass/fail basis.
- ii. Students may not have an option for those courses offered solely on a pass/fail basis by the School.

5.15 Credit Transfer

- i. Students from another institution who are accepted to the University may be considered for a Credit Transfer. When a student is given a credit transfer, he/she will be exempted from taking the accepted transfer courses.
- ii. Credit Transfer is considered upon the request of the student during the first semester of study **ONLY**.

- iii. Credit transfer is accepted only for courses completed with satisfactory grades (B or better) in other institutions/colleges provided the courses correspond in time and content to courses offered at the University.
- iv. Since these courses will not carry grades, they will have no effect in CGPA calculations. These courses meet graduation requirements only. The student's new normal programme length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated.
- v. With the approval of the School, students can register and take the courses that have been given exemption. The grade obtained will be calculated in the GPA and CGPA. Nonetheless, and the credit transfer given earlier will be cancelled.

5.16 Course Exemption

- i. When a student is granted **course exemption**, the student will be exempted from taking a similar course offered by the University. However, credits are not granted, and he/she needs to take another course to make up for the total number of credits required for graduation
- ii. Course Exemption is considered upon the request of the student during the first semester of study **ONLY**

Course Exemption is accepted only for courses completed with satisfactory grades (B or better) in other institutions/colleges

5.17 Eligibility To Sit for Examination

- i. No candidate shall be admitted to a University examination unless he/she has been duly registered for the course.
- ii. Only candidates with valid Matriculation Cards and Examination Slips will be allowed into the examination hall/room. Candidates without Matriculation Cards and Course Examination Slips will not be allowed into the examination hall/room unless some proof of identification is produced.
- iii. A student with less than 80% class attendance is not eligible to sit for final examination. A Student who fails to meet this attendance requirement will be barred from taking the final examination. The continuous assessment marks are not to be used to determine the Grade and an "F" Grade will be given.
- iv. No candidate is allowed to present himself/herself for any examination later than thirty (30) minutes after the commencement of the examination. Students who arrive more than thirty (30) minutes after the examination has commenced will not be allowed to take the examination.

5.18 Attendance for Final Examination

Final Examination is compulsory for all students. No students will be exempted from final examinations. Students who are absent or choose not to attend the final exam will be given an 'F' grade for that particular course

5.19 Examination Slip

- i. The Examination Slip is a statement that lists all registered courses and is used as an authorisation for students to sit for examinations/assessments in a particular semester
- ii. Students are required to check their Examination Slip in the *Student Portal*. Any amendments made must be validated by the Registrar's Office
- iii. Students are not allowed to sit for the final examinations for courses they are registered if they fail to produce the Examination Slip

5.20 Final Examination Schedule

- i. Students can check the Final Examination Schedule at the Student Portal.
- ii. Students are required to report in writing of any clashes in the dates of the final examination to the Registrar's Office within 2(two) days after the final examination schedule is displayed.

5.21 Special Examination/Replacement Examination

- i. Any candidate who cannot be present at examination due to illness, injury or other acceptable reasons may request for a Special Examinations.
- ii. Authorized documents such as Medical Certificate that has been verified by a Medical Officer of the University or any Government Hospital must be attached to the request form.
- iii. The marks of the special examination taken will replace the final examination marks only; the marks of the course work remain as the same.
- iv. The Examination fee for the Special examination is RM250.00 per course.
- v. A special examination cannot be conducted for the following cases.
 - a. A course that does not have a final examination.
 - b. A student who does not sit for the final examination without any valid reason or a student who is barred from sitting for the final examination.

5.22 Release of Examination Results

- i. The University will upload the student's final grade on the student portal for every course registered
- ii. Students are required to check the grade displayed. If there is any discrepancy, students need to inform the Registrar's Office within three (3) days after the final examination results were released

5.23 Appeal for Review of Results

A student can make an appeal to the Registrar's Office for a review of any grade no later than five (5) days after the final examination results were out.

5.24 Academic Standing (Good, Probation, Dismissal)

Each student's record is reviewed at the end of each semester

- i. **Good Status:** A student's performance is considered as in Good Status if he obtains a CGPA of 3.00 and above.
- ii. **Academic Probation :** A student may be put on Academic Probation1 if he obtains a CGPA of less than 3.00 for any semester and he/she may be put on Academic Probation 2 if he obtains a CGPA of less than 3.00 for two consecutive semesters.
- iii. **Academic Dismissal:** A student may be dismissed if he/she obtains a CGPA of less than 3.00 for three (3) consecutive semesters.

5.25 Fail a Compulsory Course

- i. A Student who has failed a Compulsory Course must repeat the same course until he/she obtains a pass Grade;
- ii. The Grade at every attempt will be recorded but the best Grade will be used for the calculation of the CGPA while the credit hour will only be counted once.

5.26 Appeal for Dismissal

- i. A student who wishes to appeal must apply immediately following his/her dismissal
- ii. The Dismissal Appeal Form is to be submitted to the Academic Office of the School for Dean's Approval within the first two week of the semester

5.27 Change of Mode of Study

A student must submit a new application together with the processing fees for change of mode of study

5.28 Application for graduation

- i. Students who have fulfilled all the requirements for graduation must submit an application for graduation in a particular semester before the thirteenth week of the Normal Semester (before the seventh week of the Short semesters). Late application will delay the conferral of his Degree/Degree
- ii. Students who do not apply within the specified duration will only be awarded with a Completed Study status and will be conferred in the following semester. The students can apply for the degree conferral in any of the semesters
- iii. Students who are given Completed Study status but do not apply for a Degree/degree conferral up to FIVE (5) years after completing the study, will not be awarded with any degree/Degree except with the Senate's approval

5.29 Conferral of Degrees

- i. The Senate normally endorses for a Degree/degree conferral in the two regular semesters. Nevertheless, based on certain reasons, the Senate may approve for a degree conferral in a short semester.
- ii. All candidates who are successful in their examinations will qualify for the award of a degree. However, University will withhold the award in the case of any student who is in debt to the University, or to any part of the University. This includes unreturned library books and outstanding library fines.

5.30 Release of Transcript

- i. Academic transcripts will be endorsed by Senate and are available approximately three (3) months after the completion of study
- ii. Students can request for transcripts only after the above condition was met and are normally processed within three (3) working days except during holidays or the beginning and end of the semester. Please note that official transcript requests will be processed only if all accounts with the University are clear
- iii. The University does not provide electronic transmission of transcripts

5.31 Release of Certificate

Students may request for a Certificate before the Convocation Ceremony as follows:

- i. Only for students who have valid reasons.
- ii. Student has already graduated and the status has been endorsed by Senate. (Note: Endorsement of graduating students normally takes three(3) months after the completion of study.

iii. University Clearance Form must be completed and signed.

Note : Students can request for Certificate/Scroll only after the above condition was met and are normally processed within two(2) weeks after receiving the request form

5.32 Revocation of Student's Graduation status

In the event of an allegation(s) being proved after a student has graduated, any degree or award of the University that is held by the student may be revoked by the Senate.

6.0 PLAGIARISM

Plagiarism is the attempt to fulfill an academic requirement by using the ideas, words or work of another person and representing them as one's own. Academic conventions dictate that students and scholars must acknowledge the source phrases and ideas that are not their own. Many ideas and phrases are so familiar that they have become the common property of all; these obviously require no documentation. However, the use of ideas or phrases [or entire works] that are clearly original with another author requires that the appropriate credit be given to the original author.

A student shall not plagiarise any ideas, writing, data or invention belonging to another person. For the purpose of this rule, plagiarism includes :

- i. Using another writer's words without proper citation
- ii. Using another writer's ideas without proper citation
- iii. Citing the source but reproducing the exact words of a printed source without quotation marks
- iv. Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came
- v. Borrowing all or part of another student's paper or using someone else's outline to write own paper
- vi. Using paper writing "service" or translates the writing or creation of another person from one language to another

Any form of plagiarism found in the thesis or dissertation will result in disciplinary action leading to dismissal and rejection of the thesis or dissertation by the School.

All theses must be uploaded to Plagiarism Detection Software such as Turnitin.

7.0 DISCLAIMER

The Centre for Postgraduate Studies has the right to amend or delete any part of this Handbook or its content in line with the University's policy as well as in compliance with the government regulations and requirements.

B. THE RESEARCH PROCESS (Structure A and B)

1.0 NOMINATION OF SUPERVISOR

The process starts from nomination and appointment of supervisor until submission of the final copy of the thesis. The flowchart of the process is illustrated in APPENDIX 1.

Upon fulfillment of programme requirement, the thesis paper Supervisor will be nominated using the *CPSFI-Nomination of Supervisor*. This form can be obtained from the Head of Postgraduate Programme (HOPP).

The co-Supervisor(s) will be appointed upon discussion with the supervisor and the student after the first semester and no later than the third semester. For non-IUKL co-supervisor / supervisory committee members, the student must submit their full curriculum vitae to HOPP. The official appointment will issued by the School.

Students will conduct the research under supervision. For master's degree students, they are recommended to meet their supervisor at least FIVE (5) times per semester while for PhD students at least TWICE (2) per semester.

The Supervisor will furnish the HOPP with reports on their student's work progress using *CPSR1-Postgraduate Progress Report* at the postgraduate seminar* at the end of each long semester.

The proposal will be evaluated by the proposal evaluation panel and this panel decides whether the proposal is acceptable and should the student proceed to the next stage of the thesis/project paper. (Refer to Section (a) below) The panel submits to HOPP/CPS the *CPSR2-Proposal Evaluation Form* detailing its observation, feedback and decision on the student's proposal defence and its recommendations. Students are given the opportunity to respond to the proposal evaluation panel report and make amendments to meet the panel's recommendations.

* Postgraduate Seminar

Students are required to present their research progress/proposal defence at a postgraduate seminar at the end of each long semester.

Research progress:-

Students are required to present their progress report at the postgraduate seminar. If satisfactory, student will be given S status to proceed to next semester.

Proposal defence:-

Students are required to present their proposal at the postgraduate seminar. A report will be given to the student to make amendments as recommended by the examiners.

Students will then be allowed to proceed with the thesis/project paper until the research is completed. The student should submit, together with the completed final thesis/project paper, the notification form *CPSF4-Submission of Thesis for Examination*. Refer to Section (b) below.

2.0 PROPOSAL DEFENCE

As soon as student obtains the consent and recommendation from the supervisor and/or the supervisory committee to submit his/her thesis/project paper proposal, the student needs to complete and submit *CPSF3- Notice for Proposal Defence* form together with FOUR (4) copies of the proposal at least ONE (1) month prior to the proposal defence. Depending on the discipline, the thesis/project paper proposal shall consist the following aspects:

- i. Title of the research
- ii. Introduction
 - a. Background
 - b. Research problem and research questions/hypotheses
 - c.. Justification for study
- iii. Literature Review
 - a. The literature reviewed should be synthesized with a view to build the conceptual/theoretical model for the proposed study
- iv. Research Methodology
 - a. Describes the methodology to be used to seek answers to the research questions/hypotheses.
- v. Research Schedule/Timeline
- vi. References and Bibliography

Upon the advice of the respective Schools, Center for Postgraduate Studies will appoint a proposal evaluation panel once the student submits the completed form *CPSF3- Notice for Proposal Defence* together with FOUR (4) soft-bound copies of the thesis/project proposal.

The proposal evaluation panel will comprise the student's supervisory committee and at least one other academician who is not a member of the supervisory committee appointed by the School.

The student will present the proposal to the evaluation panel as well as to other interested academicians and invited resource persons on the day of defence.

During the defence, clarifications as well as justifications will be sought from the graduate research student to ensure that the proposal has achieved the required academic rigor as well as has the feasibility to be completed within the thesis/project paper time frame.

Upon completion of the presentation, the proposal evaluation committee will meet to evaluate and decide on the status of the proposal. The following three possible outcomes could be decided:

- Accepted
- Accepted with modification
- Rejected

When the proposal is accepted, the proposal becomes a registered document with Center for Postgraduate Studies (CPS) and the research student is registered as a candidate.

Accepted and registered proposals will be kept for safekeeping by the CPS until the University has accepted the final thesis/project paper.

3.0 FINAL THESIS/PROJECT PAPER SUBMISSION

Once the student obtains the consent and recommendation from the supervisor and/or the supervisory committee to submit his/her final thesis/project paper, the student will submit THREE (3) soft-bound copies of the thesis/project paper. The date of the viva voce should be at least THREE (3) months from the date of thesis/project submission to allow ample time for the members of the Examining Committee to examine the thesis/project.

The submitted thesis/project paper must adhere to format required by CPS. The final draft is considered complete when:

- The organization of the thesis/project paper fulfils the requirements stipulated by CPS;
- The content of the thesis/project paper fulfils the requirements stipulated by CPS;
- The problem statement and the research objectives are completely met by the findings and conclusions;
- The tables and graphics display relevant information in an-easy-to-read format;
- The thesis/project paper is free from grammatical and typographical errors.

At the scheduled time and day, the student will present the synopsis of his/her thesis/project paper to the Examining Committee.

A Master's thesis (by full research) will be examined by two examiners (one of whom may be an external examiner, as decided by the Head of Department and the Dean) while a Master's project paper (by mixed mode) will be examined by two internal examiner.

A doctoral thesis will be examined by two examiners (at least one external examiner).

The Appointment of Examiner will be done by the dean.

The Chairman of the Examining Committee will be responsible to:

- i. Call the meeting to order once there is a quorum. The quorum for the Examining Committee meeting consists of the chairman, two other appointed members of the committee and the Dean of the Center for Postgraduate Studies or his representative.
- ii. Request members of the Committee to present their report of the thesis/project paper. The Chair should be the last to present the report. If the independent examiner is present, he should present the report first
- iii. Call in candidate to present a synopsis of the thesis/project paper. The candidate may speak from notes and may use a whiteboard and projector, but must not read the synopsis. The presentation should be about 20 minutes. The Chair should intervene if the candidate is reading or is taking too much time
- iv. Call members of the examining committee to question the candidate. The order of questioning can be similar to the order of presenting the report i.e. the independent examiner, if present, should question the candidate first
- v. Ensure that all substantive questions raised by the examiners are in their report, in particular the independent examiner
- vi. Request the candidate to leave the room when questioning has been completed
- vii. Call for a discussion of the examination that has been concluded based on the examiner's report, oral presentation and response by the candidate, and other relevant matters
- viii. Ensure that the Examining Committee has reached a consensus on the final recommendation as to the status of the thesis/project paper
- ix. Call the student back to the room and inform him of the decision of the Examining Committee and the status of the thesis. Based on the consensus, the Examining Committee should decide to recommend to the University one of the following :
 - a. Award the degree with no amendments to the thesis.
 - b. Award the degree pending minor amendments (as identified by the examiner) made within the specified time.
 - c. Award the degree pending major amendments with revisions made within the specified time.
 - d. Reject the thesis and deny the award of the degree.
- x. In the event that there is no consensus in the decision, a voting procedure will be instituted where a student may pass the examination with no more than one failing or dissenting vote from a member of the Examining Committee

- xi. Request all members of the Examining Committee to submit individual evaluation report of the thesis using the form *CPSR3-Thesis Examiner's Report* at the end of the session.

Draft a report on behalf of the Examining Committee indicating the outcome of the examination and its recommendations to the University by submitting the report to Center for Postgraduate Studies using *CPSR4-Viva Voce Report* within three days.

4.0 CORRECTION OF THE THESIS

If requested by the Examining Committee the candidate makes the amendment to his/her thesis/project paper and submits to the committee the page(s) with the section (topics or subtopics) amended and indicates them in the form *CPSR5-Thesis Correction Form*. Once the Examining Committee is satisfied with the amendments made, these documents (*CPSR5* and the amended pages) must be submitted to CPS for safekeeping for a specific duration of time

- i. University's Senate Decision

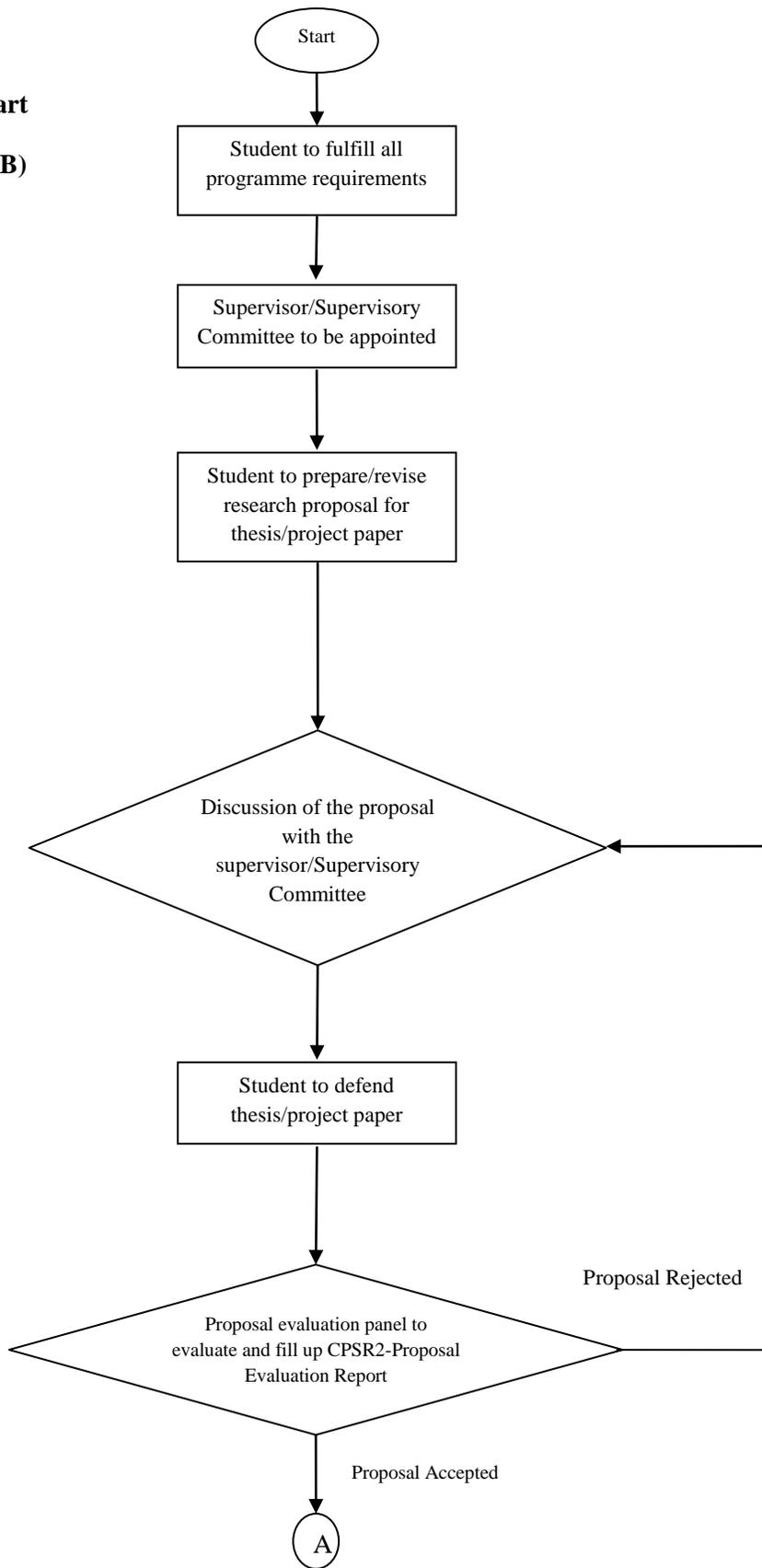
The decision made by the Examining Committee on the evaluation of thesis/project paper will be tabled in the University's Senate by the Dean of the individual School for endorsement.

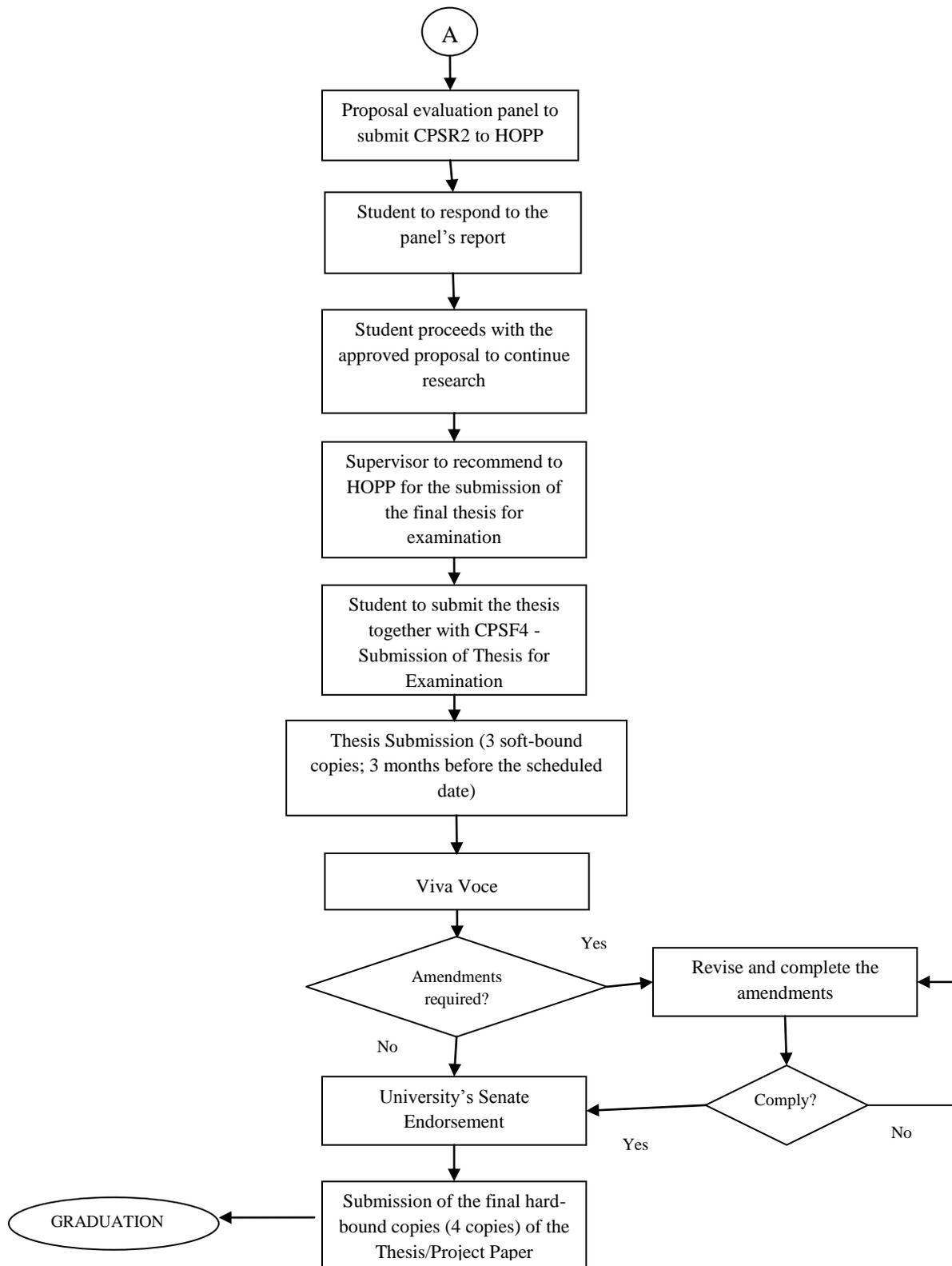
- ii. Submission of the Final Copy of the Thesis/Project

The candidate must, within SIXTY (60) days after successful defence of his/her thesis/project paper, submit to the HOPP; FOUR (4) hardbound copies of the approved thesis/project paper together with a soft copy (CD) attached. Upon signing the Approval Page, ONE (1) copy each will be submitted to the Library, School, Supervisor and one given to the candidate.

The University will not confer the degree to a candidate unless and until the above requirements are met.

**APPENDIX 1:
Research Flowchart
(Structure A and B)**





C. THESIS WRITING GUIDELINES

These guidelines serve as a general guide for candidates where thesis/project paper format and some writing conventions are concerned for both Master and PhD theses.

1.0 THESIS/PROJECT PAPER FORMAT

The structure of the thesis/project paper is based on a standard format which contains the following sections:

1.1 Front Cover (APPENDIX A)

The front cover includes the following information:

- i. Title of thesis/project paper
- ii. Name of candidate
- iii. Name of degree
- iv. Name of University
- v. Year of submission

1.2 Prefatory pages

The prefatory pages include the:

- i. title page,
- ii. declaration page,
- iii. approval page
- iv. acknowledgement page,
- v. abstract page,
- vi. table of contents,
- vii. list of figures,
- viii. list of tables,
- ix. list of abbreviation and symbols,
- x. list of appendices.

1.2.1 Title Page

This page (APPENDIX B) is not numbered and includes the following information:

- i. Full title of thesis/project;
- ii. Full name of author;
- iii. Degree for which the thesis/project is submitted (e.g. Doctor of Philosophy (Management) by Research, Master of Science (Management) by Research). For a programme based on a combination of research and coursework, it should be indicated that the thesis/project paper is being submitted in partial fulfillment of the requirement for that particular degree. The word 'partial' is deleted if the programme is based entirely on research work.
- iv. School in which thesis/project was conducted; and
- v. Year of submission.

The title should describe the content of the thesis/project accurately and concisely, normally omitting words such as "An Investigation.....", "An Analysis.....", or "A Study" which are redundant as all thesis/project paper are investigation, analysis, studies, etc. It should be typed single-spaced.

Dedication (Optional)

The dedication page, if it is included, should be typed double-spaced in the middle of the page and without a heading. This page is counted and numbered and must be proofread. The length of the dedication should be within 20 words.

1.2.2 Declaration page (by student)

This page includes the following information:

- i. Declaration text
- ii. Name
- iii. Date
- iv. Signature

1.2.3 Approval Page

This page contains the names of the Examiners/Supervisor and signature of Head of CPS. Photocopies of these pages are not acceptable (See Appendix C).

1.2.4 Acknowledgement

This sub-section is not compulsory but most reports convey appreciation to those who have been involved in the study.

1.2.5 Abstract Page

The abstract is written after the completion of writing the thesis/project paper. It summarizes the structure of the whole text and the major facts it contains. It should be in ONLY one paragraph

1.2.6 Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labeled according to the chapter, for example, the first topic in Chapter 1 should be marked 1.1 and the first sub-topic, 1.1.1. The use of letters in parenthesis (for example, 1.3.7 (a)) is appropriate as a means of differentiating sub-topics of the same topic from each other. This numbering system should provide a clear picture of the relationship between chapters and topics and show how they are connected. Sample of table of contents is shown in APPENDIX D.

1.2.7 List of Figures

This list contains the titles of figures, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Figure 1.3, Figure 1.3.7 and Figure 1.3.7 (a).

1.2.8 List of Tables

This list contains the titles of tables, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Table 1.3, Table 1.3.7 and Table 1.3.7 (a).

1.2.9 List of Abbreviations, Symbols, or Nomenclature

If an assortment of abbreviations and acronyms (e.g. FOA, MARDI, PORIM), symbols, or nomenclature are used in the thesis/project paper, it is best to list them with their meaning, even though the full names are given at the first mention in the text. This list should appear after the list of figures and tables and should serve as ready reference to readers not familiar with the abbreviations, symbols or nomenclature used in the text. Universally recognized symbol (e.g. cm, kg and mm) need not be listed.

1.2.10 List of Appendices

The list of the appendices should include the alphabet of each appendix and the title of the appendix.

1.3 Text

Candidates and supervisors should ensure that the text follows the agreed conventions of the University. Normally, the text consists of the following chapters:

1.3.1 Introduction

This chapter contains the introduction to the issues with which the research is concerned, the aims and objectives of the study and an outline of the research approach.

1.3.2 Literature Review

This chapter surveys previous literature and studies relevant to the field and related topics. It can be included in the introduction or written as a separate chapter if the relevant studies are extensive to be included in the introduction.

1.3.3 Methodology

This chapter describes and explains the research methodology used in the study. The sub-topics for this chapter include key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. This chapter is an important component of the project report/thesis since its purpose is to inform the reader on the methods used to collect data to generate the findings reported.

1.3.4 Results and Data Analysis

Results and data analysis are presented in the form of text, figures, tables, etc.

1.3.5 Discussion

This chapter contains the interpretation of the results and the analysis of data. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. This chapter is very important since its purpose is to present the findings of the research.

1.3.6 Conclusion and recommendations

In this section, the findings are summarized and their implications discussed. This is also a significant element in the research report/thesis.

1.3.7 References/Bibliography

All works or studies referred to in the report in the form of quotations or citations must be included in the bibliography. The References / Bibliography should be written using the APA style. Each reference should be written in single spacing format and a double space should be left between references. The detailed information about the APA style can be found in <http://apastyle.apa.org/>

Example:

Referencing a book with only one author:

Schwalbe. (2010). *Managing Information Technology Projects*. Canada: Cengage Learning.

Referencing a book by two authors:

O'Brien & Marakas. (2011). *Management Information Systems*. New York: McGraw-Hill.

Internet site with author:

Reid S. Monaghan. (2010). Booze and the Bible – Walking in the Wisdom of God. Retrieved March 18, 2012, from <http://www.powerofchange.org/month/january-2010>.

Internet document without author:

E-Commerce User Survey. (n.d.). Retrieved March 8, 2012, from <http://www.mldh.com/mmh/survey.htm>

Computer Programme:

Toon Boom Animate Pro [Computer Software] (2012 – 2014). Montreal, Canada: Toon Boom Animation Inc.

Conference Proceedings

Asmidar Abu Bakar, Roslan Ismail, J.Jais, J.A. Manan, (2010). *Forming Trust in Mobile Ad Hoc Network*. Proceedings from CMC '2009: *International Conference on Communications and Mobile Computing*. Kunming: China.

Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

A. Abualkishik & K. Omar (2010). Quran Vibrations in Braille Code. *Journal of Computer Science and Telecommunications*, 26, 1232-1512.

Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (2010). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

1.3.8 Appendices

Specific items which were not included in the main body of the text should be put in this Appendix Section. Appendices consist of additional illustration/information to support and supplement the main text.

1.4 Binding

The thesis/project paper must be bound with hard covers. The binding should be firm and permanently secured. It should have sufficient rigidity to support the weight of the thesis/project paper when standing on the shelf. PhD theses/project papers must be bound in MAROON (**Buckram 533**) and for Master's Thesis/Project Paper BLUE (**Buckram 544**).

The following particulars should be provided on the thesis/project paper cover, using 18-point gold block font (UPPER CASE) and in Times New Roman typeface:

- i. Title of thesis/project
- ii. Name of candidate
- iii. Name of degree
- iv. Name of University
- v. Year of submission

The following particulars should be included on the spine of the thesis/project paper (Appendix A):

- i. Name of candidate
- ii. Level of Qualification (e.g. Master or PhD)
- iii. Year of submission

1.5 Length

The recommended master's thesis/project paper and PhD thesis should generally range from 50,000-60,000 words and 80,000 - 120,000 words respectively (excluding references, appendices, notes, footnotes, endnotes and preliminary pages).

1.6 Paper and Duplicating

Good quality white paper (80gm/m²) of A4 size (210 x 297 mm) should be used for all copies of thesis/project paper. Duplicating or pin-feed computer papers should not be used. The initial thesis/project paper submitted for examination may be printed by photocopying or employing offset printing. All copies must be clean and legible.

1.7 Printing

The text should be typed using Font Type Times New Roman, Font size 12. A high quality laser or ink-jet printer should be used for the printing.

Any amendments or corrections should be carefully inserted in the text. The use of cellophane tape is not allowed.

The body of the text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, short footnotes, notes and citation and the bibliography/references.

1.8 Margins

The text should have the following margins:

Top : 2.0 cm

Right : 2.0 cm

Left : 4.0 cm

Bottom : 2.0 cm

Additional guidelines need to be followed:

- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

1.9 Page Numbering

All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side without punctuation.

Font size 8 is recommended for numbers.

Roman numerals (i, ii, iii, etc) should be used in the Prefatory Section. Although the Title Page is the first page of the Prefatory Section, no number is printed on it. Numbering begins on the second page with (ii).

1.10 Sub-topics

No specific arrangement is required for the numbering of sub-topics but, whatever arrangement is adopted, it must be consistent.

1.11 Endnotes and Footnotes

There are differences in the use of endnotes and footnotes in various disciplines. Endnotes and Footnotes should use a smaller font than the text (Font size 8).

When using endnotes and footnotes, insert a number formatted in superscript following almost any punctuation mark. Endnote and footnote numbers should not follow dashes (—), and if they appear in a sentence in parentheses, the endnote and footnote numbers should be inserted within the parentheses.

For example:

Scientists examined—over several years¹—the fossilized remains of the woolly-wooly yak.² (These have now been transferred to the Chauan Museum.³)

When using the endnote or footnote function in a word-processing programme like Microsoft Word, place all endnotes or footnotes at the bottom of the page on which they appear. Footnotes may also appear on the final page of your document (usually this is after the References page). Center the word “Footnotes” at the top of the page. Indent five spaces on the first line of each endnote or footnote. Then, follow normal paragraph spacing rules. Double-space throughout.

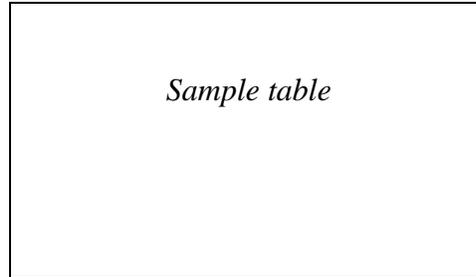
For example:

¹ While the method of examination for the woolly-wooly yak provides important insights to this research, this document does not focus on this particular species.

1.12 Tables

Tables are printed within the body of the text at the centre of the frame and labeled accordingly to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2, etc. The table title is placed single space above the table itself and follows the format below:

Table 3.1: Title



Sample table

If the table contains a citation, the source of the reference should be placed below the table.

1.13 Figures

Figures, like tables are printed within the body of the text at the centre of the frame and labeled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2, etc.

Figures, unlike text or tables, contain graphs, illustrations or photographs and the labels are placed single space at the bottom of the figure rather than at the top.

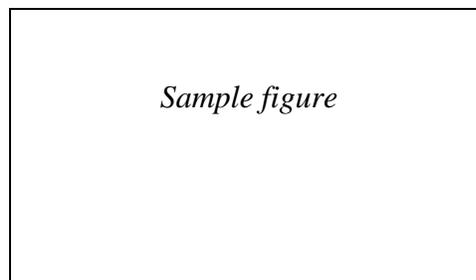


Figure 3.1: Title

If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

2.0 CITATION FORMAT

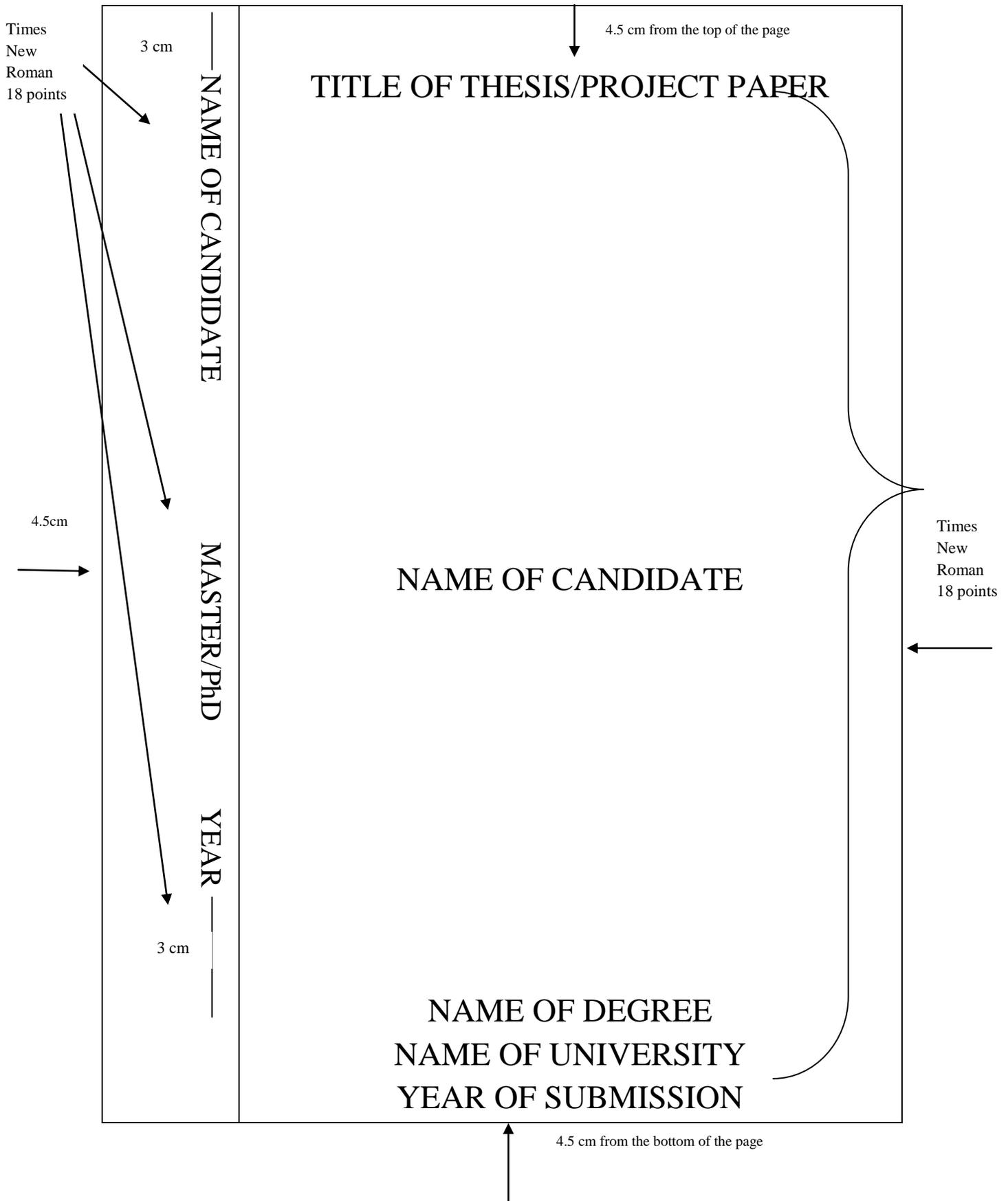
Research ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing thesis/project paper is the offence of plagiarism; the expropriation of the intellectual property of another. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Appropriate acknowledgement should be made by:

- i. Including the source in the bibliography
- ii. Including the citation by acknowledging the source in the text; for example:

‘It takes leadership to improve communication.’ (Schwalbe, 2010).

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one tab from the left margin, i.e. in the same place you would begin a new paragraph. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

APPENDIX A: Spine and Cover of the thesis/project paper



APPENDIX B: Title Page

Title Page

FULL TITLE OF THESIS/PROJECT PAPER

By

FULL NAME OF AUTHOR

**Thesis/Project Paper Submitted in Partial Fulfillment/Fulfillment as the
Requirement for the Master in Communication/Doctor of Philosophy
(Management) by Research Degree in the School of Business Administration**

IUKL

2012

APPENDIX C: Sample of Approval Page

APPROVAL

We have examined this manuscript and verify that it meets the programme and University requirements for the degree of

Name of Supervisor: (e.g. Professor/Associate Professor)

Name of School:

IUKL

Name of Internal Examiner: (e.g. Professor/Associate Professor)

Name of School:

IUKL

Name of External Examiner: (e.g. Professor/Associate Professor)

Name of School:

Name of University:

.....

Name of Head of CPS

Centre for Postgraduate Studies,

IUKL

Date:

APPENDIX D: Example of Table of Contents

TABLE OF CONTENTS

Title Page	i
Declaration.....	ii
Approval Page.....	iii
Acknowledgement.....	iv
Abstract.....	v
Table of Contents.....	vi
List of Figures.....	vii
List of Tables.....	viii
List of Abbreviation, Symbols, Nomenclature	ix
CHAPTER 1: INTRODUCTION	1
1.1 SUB HEADING	1
1.1.1 SUB SUB-HEADING.....	1
1.1.2 SUB SUB-HEADING.....	2
1.2 SUB HEADING.....	3
1.2.1 SUB SUB-HEADING.....	3
1.2.2 SUB SUB-HEADING.....	6
CHAPTER 2: HEADING.....	10
BIBLIOGRAPHY	50
APPENDIX A.....	60
APPENDIX B.....	62

NOMINATION OF SUPERVISOR

SECTION A: CANDIDATE'S PARTICULARS *(TO BE FILLED BY HOPP)*

NAME :

MATRIC CARD NO. :

PROGRAMME :

SCHOOL :

TITLE :

INTAKE :

HOPP's SIGNATURE:

DATE:

SECTION B: NOMINATED SUPERVISOR

NAME OF SUPERVISOR :

FIELD OF SPECIALIZATION :

Supervisor's Pledge

I hereby agree to supervise the above student's thesis/project paper, and to abide by the policy and other requirements in supervising the student's work towards completing the thesis/project paper.

SUPERVISOR'S SIGNATURE:

NOMINATION OF SUPERVISOR

SECTION C: SCHOOL'S APPROVAL

Remarks:

.....

Dean's Signature : _____ Date : _____

SECTION D: CPS ENDORSEMENT

Remarks:

.....

Head, CPS : _____ Date : _____

REQUEST FOR CHANGE OF SUPERVISOR

SECTION A: CANDIDATE'S PARTICULARS (TO BE FILLED BY CANDIDATE)

NAME

:

MATRIC CARD NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

SECTION B: CURRENT AND PROPOSED NEW SUPERVISOR

NAME OF THE CURRENT SUPERVISOR:

Reasons for change:

Current Supervisor's Signature: DATE:

PROPOSED NEW SUPERVISOR:

SUPERVISOR'S NAME:

Supervisor's Pledge

I hereby agree to supervise the above student's thesis/project paper, and to abide by the policy and other requirements in supervising the student's work towards completing the thesis/project paper.

SUPERVISOR'S SIGNATURE:

REQUEST FOR CHANGE OF SUPERVISOR

SECTION C: SCHOOL'S APPROVAL

Does the School approve the change of supervisor?

YES

NO → Reason & Action

HOPP'S SIGNATURE: DATE:

DEAN'S SIGNATURE: DATE:

SECTION D: CPS ENDORSEMENT

Remarks:

.....

Head, CPS : _____ Date : _____

NOTICE FOR PROPOSAL DEFENCE

SECTION A: CANDIDATE'S PARTICULARS *(TO BE FILLED BY CANDIDATE)*

NAME

:

MATRIC CARD NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

SIGNATURE

DATE : _____

SECTION B: RECOMMENDATION FOR PROPOSAL DEFENCE

Recommended

Not Recommended

Remarks:

.....

Supervisor

Name : _____

Signature : _____



NOTICE FOR PROPOSAL DEFENCE

SECTION C: SCHOOL'S APPROVAL

The School acknowledges that the student is ready to defend his/her proposal and would like to appoint the following person/s to be in the Proposal Evaluation Committee:

- a.
- b.
- c.

Dean's Signature : _____ Date: _____

SECTION D: CPS ENDORSEMENT

The CPS approves that the above student defend his/her proposal during the Postgraduate Seminar on

.....

CPS Head's Signature : _____ Date: _____

SUBMISSION OF THESIS FOR EXAMINATION

SECTION A: CANDIDATE'S PARTICULARS *(TO BE FILLED BY CANDIDATE)*

NAME

:

MATRIC NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

SECTION B: STUDENT DECLARATION

I, the above-named student, hereby, declare that the thesis that I am submitting follows the regulations, and requirements set forth by the School and the Centre for Postgraduate Studies, Infrastructure University Kuala Lumpur. I am also requesting the Centre for Postgraduate Studies to make arrangements for my viva/oral defence.

Student's Signature : _____ Date: _____



SUBMISSION OF THESIS FOR EXAMINATION

SECTION C: APPROVAL FOR SUBMISSION OF THESIS FOR EXAMINATION

We approve that this thesis be submitted for examination. We certify that this thesis is prepared in accordance with the requirements as set forth by the School and Centre for Postgraduate Studies.

SUPERVISOR'S SIGNATURE: DATE:

HOPP'S SIGNATURE: DATE:

SCHOOL DEAN'S SIGNATURE: DATE:

SECTION D: ACCEPTANCE OF SUBMISSION OF THESIS

I accept the above mentioned student's submission of Thesis for examination.

.....

Head, CPS

Date:



PANEL OF EXAMINERS

SECTION A: CANDIDATE'S PARTICULARS *(TO BE FILLED BY HOPP)*

NAME

:

MATRIC NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

SECTION B: NOMINATION OF EXAMINERS BY THE DEAN OF SCHOOL

As the Dean of the School, I nominate the following persons to be members of the Panel of Examiners of the thesis:

1. Chairman of the Panel of Examiners

Name : _____

Designation : _____

Organization : _____

Address : _____

Tel : _____ E-Mail: _____



PANEL OF EXAMINERS

2. External Examiner (not applicable for Structure B and C)

Name : _____

Designation : _____

Organization : _____

Address : _____

Tel : _____ E-Mail: _____

3. Internal Examiner

Name : _____

Designation : _____

Organization : _____

Address : _____

Tel : _____ E-Mail: _____



PANEL OF EXAMINERS

4. Internal Examiner

Name : _____

Designation : _____

Organization : _____

Address : _____

Tel : _____ E-Mail: _____

Dean's Signature : _____ Date: _____

SECTION C: ENDORSEMENT BY CENTRE OF POSTGRADUATE STUDIES (CPS)

The above Panel of Examiners is accepted by the Centre for Postgraduate Studies (CPS).

.....

Head, CPS

Date:.....



POSTGRADUATE PROGRESS REPORT

SECTION A: CANDIDATE'S PARTICULARS *(TO BE FILLED BY CANDIDATE)*

NAME

:

MATRIC CARD NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

CURRENT SEMESTER

:

SUPERVISOR

:



POSTGRADUATE PROGRESS REPORT

SECTION B: PROGRESS REPORT (To Be Filled By Student)

1. Title of Thesis:

2. Please indicate the current status of your thesis :

- | | | | |
|--------------------------|-------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Research Proposal | <input type="checkbox"/> | Data Analysis |
| <input type="checkbox"/> | Literature Review | <input type="checkbox"/> | Writing of Draft |
| <input type="checkbox"/> | Research Design | <input type="checkbox"/> | Preparation of Thesis Submission |
| <input type="checkbox"/> | Data Collection | | |

3. Please describe the problems you encountered in relation to your research (if, any).

.....

.....

.....

.....

Please indicate the number of consultations with Supervisor for the semester (circle)

0	1	2	3	4	5	6	7	8	9	10	>10
---	---	---	---	---	---	---	---	---	---	----	-----

Student's Signature:.....

Date :

* Please attach additional sheets if space is insufficient.



POSTGRADUATE PROGRESS REPORT

SECTION C (To Be Filled By Supervisor)

Please indicate the progress made by student (circle)

1	2	3	4	5
Very Poor (Fail)	Not Satisfactory (NS)	Satisfactory (S)	Good (S)	Excellent (S)

Grading Scheme

Grades	Explanation
S	Satisfactory
NS	Not Satisfactory
F	Fail

Remarks by Supervisor:

.....

.....

.....

.....

.....

Signature of Supervisor

Date :

PROPOSAL EVALUATION REPORT

SECTION A: CANDIDATE’S PARTICULARS (TO BE FILLED BY CANDIDATE)

NAME	:	<input type="text"/>
MATRIC CARD NO.	:	<input type="text"/>
PROGRAMME	:	<input type="text"/>
SCHOOL	:	<input type="text"/>
TITLE	:	<input type="text"/>
DATE OF COMMENCEMENT	:	<input type="text"/>
DATE OF SUBMISSION	:	<input type="text"/>
FULL NAME OF SUPERVISOR	:	<input type="text"/>
SIGNATURE		DATE
-----		-----

SECTION B: EXAMINER’S PARTICULARS (TO BE FILLED BY EXAMINER)

NAME OF EXAMINER	:	<input type="text"/>
DESIGNATION	:	<input type="text"/>
ADDRESS	:	<input type="text"/>
		<input type="text"/>
		<input type="text"/>



PROPOSAL EVALUATION REPORT

SECTION C: PROPOSAL EVALUATION (TO BE FILLED BY EXAMINER)

Please provide detailed comments on the following items:

1. THESIS TOPIC

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2. RESEARCH PROBLEM

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3. RESEARCH OBJECTIVE

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PROPOSAL EVALUATION REPORT

4. LITERATURE REVIEW

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5. METHODOLOGY

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6. RESEARCH VIABILITY (TIME FRAME, BUDGET AND RESOURCES)

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7. PRELIMINARY DATA AND RESULTS

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PROPOSAL EVALUATION REPORT

8. RESEARCH SCHEDULE

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9. REFERENCES

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10. OVERALL EVALUATION

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.....

11. RECOMMENDATION(S)

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.....
.....



PROPOSAL EVALUATION REPORT

SECTION D: OVERALL EVALUATION (TO BE FILLED BY EXAMINER)

Please provide your recommendation for this proposal:

- Accepted
- Accepted with modification
- Rejected

(Signature of Examiner)

Name of Examiner :

Date :

Stamp :



THESIS EXAMINER'S REPORT

SECTION A: CANDIDATE'S PARTICULARS (TO BE FILLED BY HOPP)

NAME

:

MATRIC CARD NO.

:

PROGRAMME

:

SCHOOL

:

TITLE

:

INTAKE

:

DATE OF SUBMISSION

:

FULL NAME OF SUPERVISOR :

SECTION B: EXAMINER'S PARTICULARS (TO BE FILLED BY EXAMINER)

NAME OF EXAMINER

:

DESIGNATION

:

ADDRESS

:



THESIS EXAMINER’S REPORT

SECTION C: THESIS EVALUATION (TO BE FILLED BY EXAMINER)

Please provide detailed comments on the following items:

1. THESIS TOPIC

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.....
.....
.....
.....

2. RESEARCH PROBLEM

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.....

3. SCOPE AND RELEVANCE

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THESIS EXAMINER'S REPORT

4. LITERATURE REVIEW

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5. METHODOLOGY

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6. ANALYSIS AND INTERPRETATION

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7. PRESENTATION

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THESIS EXAMINER'S REPORT

8. MERITS

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9. DEMERITS

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10. OVERALL EVALUATION

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11. RECOMMENDATION(S)

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.....



THESIS EXAMINER’S REPORT

SECTION D: OVERALL EVALUATION (TO BE FILLED BY EXAMINER)

Please provide your recommendation for this thesis:

- Award the degree with no amendments to the thesis.
- Award the degree pending minor amendments (as identified by the examiner) made within the specified time.
- Award the degree pending major amendments with revisions made within the specified time.
- Reject the thesis and deny the award of the degree.

(Signature of Examiner)

Name of Examiner :

Date :

Stamp :



VIVA VOCE REPORT

SECTION A: CANDIDATE’S PARTICULARS (TO BE FILLED BY HOPP)

NAME	:	<input type="text"/>
MATRIC CARD NO.	:	<input type="text"/>
PROGRAMME	:	<input type="text"/>
SCHOOL	:	<input type="text"/>
TITLE	:	<input type="text"/>
INTAKE	:	<input type="text"/>
DATE OF SUBMISSION	:	<input type="text"/>
FULL NAME OF SUPERVISOR :		<input type="text"/>

SECTION B:CHAIRMAN’S PARTICULARS (TO BE FILLED BY CHAIRMAN OF THE EXAMINING COMMITTEE)

NAME OF CHAIRMAN	:	<input type="text"/>
DESIGNATION	:	<input type="text"/>
ADDRESS	:	<input type="text"/>
		<input type="text"/>



VIVA VOCE REPORT

SECTION D: OVERALL EVALUATION *(TO BE FILLED BY CHAIRMAN OF THE EXAMINING COMMITTEE)*

Please provide your recommendation for this thesis:

- Award the degree with no amendments to the thesis.
- Award the degree pending minor amendments (as identified by the examiner) made within the specified time.
- Award the degree pending major amendments with revisions made within the specified time.
- Reject the thesis and deny the award of the degree.

(Signature of Chairman)

Name of Chairman :

Date :

Stamp :