



# **GENERAL ACADEMIC INFORMATION FOR POSTGRADUATE DEGREE PROGRAMMES**

**CENTRE FOR GRADUATE STUDIES**

## **PREFACE**

This document essentially contains general academic information common to all postgraduate programmes offered at UniMAP. Some of the material in this guide have been adopted or adapted from the guidelines prepared by the College of Graduate Studies at Universiti Tenaga Nasional (UNITEN).

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Centre for Graduate Studies (CGS),  
Universiti Malaysia Perlis (UniMAP),  
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## 1. Introduction

These general regulations are applicable to all postgraduate students who are registered for postgraduate programmes at doctoral degree and master's degree levels. The objective of the regulations is to provide guidelines for students in planning and pursuing their postgraduate studies at UniMAP.

## 2. Programme Mode

Universiti Malaysia Perlis (UniMAP) offers postgraduate programmes in Full Time and Part Time basis in the following modes:

### 2.1. By Research (RM)

- 2.1.1. Doctor of Philosophy
- 2.1.2. Master of Science

### 2.2. Mixed Mode (MM)

- 2.2.1. Master of Science (Polymer Engineering)
- 2.2.2. Master of Science (Electrical Power Engineering)
- 2.2.3. Master of Science (Engineering Mathematics)
- 2.2.4. Master of Science (Embedded System Design Engineering)
- 2.2.5. Master of Science (Manufacturing Engineering)
- 2.2.6. Master of Science (Microelectronic System Design Engineering)

### 2.3. Coursework (CW)

- 2.3.1. Master of Business Administration

## 3. Delivery Mode

The postgraduate programmes are offered based on the following structures:

### 3.1. Research Mode

Students conduct research under the supervision of academic supervisors and prepare a thesis for complete fulfilment of the graduation requirements.

### 3.2. Mixed Mode

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements. In addition, they will have to prepare a dissertation for the remaining partial fulfilment of the graduation requirements. The contribution of each component, courses and dissertation are of equal weightage.

### 3.3. Coursework

Students will have to register and pass a certain number of taught courses as partial fulfilment of the graduation requirements, as well as complete a research project for the remaining partial fulfilment of the graduation requirements. The contribution of the courses component will have a higher weightage over the research project.

## 4. Residential Requirements

	<b>Full-Time</b>	<b>Part-Time</b>
<b>RM</b>	Present for all semesters continuously	Fulfilling a residential requirement of at least 15 working days a year
<b>MM &amp; CW</b>	Present for the complete suggested credit hours in all semesters of the programme	Present for the complete suggested credit hours in all scheduled days of the programme

## 5. Duration of Study

The status of candidates as either part-time or full-time students determines the duration of their minimum and maximum periods of study.

<b>Programmes</b>	<b>Minimum (years)</b>	<b>Maximum (years)</b>
PhD (full-time) – Research Mode	2	5
PhD (part-time) – Research Mode	3	7
Masters (full-time) – Research Mode	1	3
Masters (part-time) – Research Mode	2	5
Masters (full-time) – Mixed Mode	1	3
Masters (part-time) – Mixed Mode	2	5
Masters (full-time) – Coursework	1.5	3
Masters (part-time) – Coursework	2	5

## 6. Credit Hours & Course Offerings

### 6.1. By Research

No credit hours are defined under this structure. Similarly no courses are formally taught under this structure. However, students are required to attend some workshops such as research proposal, paper writing, research methodology and thesis writing workshops.

### 6.2. Mixed Mode and Coursework

For taught courses, 1 credit hour is equivalent to 1 contact hour in terms of lectures; whereas 1 credit hour is equivalent to 2 contact hours in the laboratories, tutorials, seminars, group discussions and etc. Normally, a course arises 3 or 4 credit hours. The credit hours for dissertations and projects are allocated only to indicate the amount of hours needed for this component.

Generally the course offered (subject distribution) will be determined by the school that offer the programme. Candidates are requested to inquire for the latest information about these from the Centre for Graduate Studies or the respective school that offers the programme.

## 7. Application

7.1. Application forms can be obtained from the Centre for Graduate Studies (address in 7.2.4) or downloaded from the official website (<http://cgs.unimap.edu.my/>). Forms can also be obtained at UniMAP's exhibition booth at various Postgraduate Education Fairs.

7.2. General requirements of the application are as following:

7.2.1. Fill in the form in block letters using black ink or typewritten.

7.2.2. All sections must be filled in. State 'NA' (not applicable) where necessary.

7.2.3. The completed application form must be submitted with the following documents:

- a) Malaysian Applicants – Money Order of RM53 for processing fee to 'Bendahari UniMAP'.
- b) International Applicants – Non-refundable processing fee of USD 30 via telegraphic transfer **SWIFT** code : **BMMBMYKL**
- c) Two (2) certified copies of degree with full Academic Transcripts or equivalent qualifications.
- d) Foreign candidates are also required to have TOEFL (Teaching English as a Foreign Language) or IELTS (International English Language Testing System) or any other English tests that is equivalent. The candidates with a degree from the countries as given in Appendix A will be exempted from this requirement.
- e) Letter of undertaking for scholarship/training award/study loan (if applicable).
- f) Letter of approval/official leave from employer/relevant authorities to pursue this program (if applicable).
- g) Copy of research proposal (for research mode applicants).
- h) Four (4) copies of every page of International passport and four (4) copies of passport-sized coloured photographs for student pass/visa application.

7.2.4. Please be informed that the acknowledgement letter will be sent through your e-mail. Only fully completed forms will be processed. All applications are to be addressed to:

**Dean  
Centre for Graduate Studies (CGS)  
Universiti Malaysia Perlis (UniMAP)  
No 114 – First Floor  
Taman Pertiwi Indah  
Jalan Kangar – Alor Setar  
01000 Seriab  
Perlis  
MALAYSIA**

7.3. Application form can be submitted to Centre for Graduate Studies by several methods as stated below:

- a) By postal mail (address as in 7.2.4)
- b) Fax to +604-9798334 (attention to Dean)
- c) By [E-mail: cgs@unimap.edu.my](mailto:cgs@unimap.edu.my)

7.4. Processing Duration

7.4.1. Research Mode

Applications can be made at anytime of the year. Notification of acceptance/rejection will be given within 2 calendar months from the date of receipt of the completed application form.

7.4.2. Mixed Mode and Coursework

The closing date of the application period is 2 months before the beginning of the programme. Notification of acceptance or rejection will be made within 2 weeks after the closing date. Overseas candidates are recommended to apply well before the closing date, whereby notification of acceptance or rejection may be received within 2 weeks upon receipt of the completed application form but not earlier than 3 months before the commencement date of the programme.

## **8. Admission or Entry Requirements**

The entry requirements for acceptance into the programmes are based on the following qualifications (and experience if applicable).

8.1. PhD Programme

8.1.1. A Master's degree from any of the institution of higher learning recognised by the University Senate; **or**

8.1.2. A Bachelor's degree with First Class Honours or equivalent from any of the institution of higher learning recognised by the University Senate; **or**

8.1.3. Any other equivalent qualification recognised by the University Senate.

8.2. MSc/PhD Programme (for Malaysian Only)

8.2.1. A Bachelors degree from any of the institution of higher learning recognised by the University Senate; **and**

8.2.2. Attained at undergraduate level a minimum CGPA of 3.3 (or equivalent) for fresh graduates or a minimum CGPA of 3.0 (or equivalent) for candidates with at least 3 years of relevant working experience; **or**

8.2.3. Any other equivalent qualification recognised by the University Senate.

8.3. Master's Programme By Research Mode and Mixed Mode

8.3.1. A Bachelor's Degree in related fields with a CGPA of at least 2.75 from a university recognized by the government and approved by Senate; **or**

8.3.2. A Bachelor's Degree or equivalent with minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment; **or**

8.3.3. A Bachelor's Degree or equivalent not meeting CGPA 2.50, can be accepted subject to a minimum of 5 years working experience in relevant fields.

8.3.4. Any other equivalent qualification recognized by the University Senate.

8.4. Master's Programme By Coursework

8.4.1 A Bachelor's Degree in Engineering or related fields with a CGPA of at least 2.5 from a university recognized by the government and approved by Senate; **or**

8.4.2. A Bachelor's Degree or equivalent not meeting CGPA of 2.50, can be accepted to a minimum of 5 years working experience in relevant fields.

8.4.3. Any other equivalent qualification recognized by the University Senate.



## 9. Language Requirements

- 9.1. The medium of instruction for all programmes in UniMAP is English. Foreign candidates are required to have the following level of English competency:
- 9.1.1 TOEFL 550 or IELTS 6.0, **or**
- 9.1.2 Equivalent score of any English language proficiency exam obtained from a recognised institution.
- 9.2. All foreign postgraduate students who do not possess English language proficiency equivalent to article 9.1 or those with **a degree NOT from the countries as given in Appendix A** are required to sit and pass an English Placement Test (EPT) during their studies at UniMAP. The placement test comprises assessments of a written and oral which measures four language skills namely speaking, listening, reading and writing.

## 10. Upon Acceptance – Before & Upon Arrival

Upon acceptance to a postgraduate programme, the list of things to be done and the general regulations to comply to (such as to enter the country), and any other relevant and necessary information, will be compiled and delivered to the candidate in a separate document.

## 11. Registration

### 11.1. Programme Registration

#### 11.1.1. New students

- a) New students pursuing postgraduate studies must register their candidature according to the offered terms and conditions during the period mentioned in the offer letter.
- b) For new students by research, the Centre for Graduate Studies allocates the first two (2) weeks of the commencement of the semester as the period for registration. Nevertheless, the offer letter sent to the students is valid for a maximum of three (3) months from the date of letter issued.
- c) If new students fail to register within the three (3) months without written permission from the Dean of the Centre of Graduate Studies, the acceptance offer will automatically be null and void.
- d) Students are allowed to be registered in only one programme at any given time.
- e) A tuition fee payment slip will be sent to the candidate together with the offer letter. Please return the payment slip together with your registration form to the Centre for Graduate Studies as proof of payment.
- f) Sponsored or scholarship candidates are required to produce proof of financial assistance during registration. Candidates are only required to pay the non-recurrent fees.

- g) Students are required to send a copy of the fully paid invoice to the Centre for Graduate Studies for documentation.
- h) Throughout the students' candidature at UniMAP, students are not allowed to register for or have been registered in any other programme, in a local or foreign university, without written permission from UniMAP.
- i) Students are required to produce all original documents together with the offer letter during registration.
- j) Once enrolled in a programme, the candidature of students shall only be interrupted by withdrawal, defaulting, termination, deferment, or graduation.

#### 11.1.2. Re-Registration

- a) Students are required to re-register at the beginning of each subsequent semester. Students must maintain continuous registration throughout the period of study, failing which they will be assumed to have defaulted candidature.
- b) Students who are not in a position to register on the required date will have to apply in writing, prior to the date of registration, to the Dean of the Centre for Graduate Studies.
- c) Under certain circumstances and at the sole discretion of the Dean of the Centre for Graduate Studies, those without written permission may still be allowed to register late.
- d) The candidature of the students will cease automatically once they exceed the maximum period of study for the programme. Under certain circumstances, students may apply for an extension, but this has to be done well before the maximum period of study.
- e) The candidature of the students will also cease automatically when they have fulfilled the graduation requirements.

## 12. Fees

### 12.1. Fees Payment

- 12.1.1. The tuition fees for the postgraduate programmes at UniMAP for **one (1) semester** are given in Table 13.1, Table 13.2 and Table 13.3. Each year is divided into two (2) academic semesters.
- 12.1.2. Two types of fees are applicable – recurrent (R) and non-recurrent (NR). These fees are different for local and international students. All fees **must** be paid in full at the beginning of each semester.
- 12.1.3. All registered postgraduate students are required to pay the fees in full during registration. If a candidate registers in the first half of a semester, full semester payment is applicable. If students register in the second half of a semester, half of the semester tuition fee is applicable.

12.1.4. Fees payment can be made at any branch of the **Bank Muamalat (M) Bhd.** in Malaysia.

12.1.5. Students with outstanding tuition fees debt will be terminated of their candidature and will cease from access to any of the facilities available at the university.

12.1.6. Replacement of any lost and damaged item or re-examination of thesis will be charged accordingly.

12.1.7. The university reserves the right to change (modify and/or add) any fee details from time to time without prior notice to students.

## 12.2. Fees Structure

12.2.1. Fees structure of research programme is given in Table 12.1.

Table 12.1: Fee structures of research programme

<b>Tuition Fee (Per Semester)</b>			
	<b>Malaysian Student</b>		<b>International Student</b>
	<b>Full-Time</b>	<b>Part-Time</b>	<b>Full-Time</b>
<b>PhD</b>	RM 1,500.00	RM 1,250.00	RM 3,000.00
<b>MSc</b>	RM 1,250.00	RM 1,100.00	RM 2,500.00
<b>Non-Recurrent Fee (First Registration)</b>			
<b>Registration</b>	RM 30.00		
<b>Student Card</b>	RM 70.00		
<b>Orientation</b>	RM 150.00		
<b>Recurrent Fee (Per Semester)</b>			
	<b>Full Time</b>	<b>Part Time</b>	
<b>Health</b>	RM 40.00	-	
<b>Insurance (international students only)</b>	RM 270.00 (Yearly)	NA	
<b>Library</b>	RM 100.00	RM 100.00	
<b>Laboratory</b>	RM 150.00	RM 150.00	
<b>Thesis Evaluation Fee (End of Program)</b>			
<b>PhD</b>	RM 1,500.00		
<b>MSc</b>	RM 1,000.00		
<b>Re-examination PhD</b>	RM 1,000.00		
<b>Re-examination MSc</b>	RM 750.00		

12.2.2. Fees structure of mix mode programme is given in Table

12.2. Table 12.2: Fees structure of Mixed Mode Programme

<b>Tuition Fee (Per Semester)</b>		
	<b>Malaysian Student</b>	<b>International Student</b>
<b>MSc<sub>1</sub> (Full-Time &amp; Part-Time)</b>	RM 4,000.00	RM 5,000.00
<b>Non-Recurrent Fee (First Registration)</b>		
<b>Registration</b>	RM 30.00	
<b>Student Card</b>	RM 70.00	
<b>Orientation</b>	RM 150.00	

<b>Recurrent Fee (Per Semester)</b>		
	<b>Full Time</b>	<b>Part Time</b>
<b>Health</b>	RM 40.00	-
<b>Insurance (international students only)</b>	RM 270.00 (Yearly)	NA
<b>Library</b>	RM 100.00	RM 100.00
<b>Laboratory</b>	RM 150.00	RM 150.00
<b>Dissertation Evaluation Fee (End of Program)</b>		
<b>MSc</b>	RM 750.00	
<b>Re-examination</b>	RM 300.00	

12.2.3. Fees structure of coursework programme is given in Table

12.3. Table 12.3: Fees structure of coursework programme.

<b>Tuition Fee (Per Semester)</b>		
<b>Tuition Fee</b>	<b>Malaysian Student</b>	<b>International Student</b>
<b>MBA<sup>2</sup></b>	RM 12,600.00	RM 16,800.00
<b>Non-Recurrent Fee (First Registration)</b>		
<b>Registration</b>	RM 30.00	RM 30.00
<b>Student Card</b>	RM 70.00	RM 70.00
<b>Orientation</b>	RM 150.00	RM 150.00
<b>Dissertation Evaluation</b>	RM 500.00	RM 750.00
<b>Alumni</b>	RM 100.00	RM 100.00
<b>Recurrent Fee (Per Semester)</b>		
	<b>Full Time</b>	<b>Part Time</b>
<b>Health</b>	RM 40.00	-
<b>Library</b>	RM 100.00	RM 100.00
<b>Laboratory</b>	RM 150.00	RM 150.00
<b>Insurance</b>	-	RM 270.00 (Yearly)
<b>Dissertation Re-examination (if required)</b>	RM 300.00	RM 300.00

12.2.4. Examination fee of English language courses

Table 12.4 Examination fee of English language competency course

<b>Language Competency Exam<sup>3</sup> (Per Registration)</b>	
<b>English Placement Test (EPT)</b>	RM 100.00
<b>Intensive English Course (IEC)</b>	RM 2,500.00 (Level 1) RM 1,500.00 (Level 2)

Note:

<sup>1</sup> Program consists of taught courses (20 units) priced at RM 150.00 per unit for local students and RM 200.00 per unit for international students and a project (20 units) priced at RM 1,000.00.

<sup>2</sup> Program consists of taught courses (42 units) priced at RM 300.00 per unit for local students and RM 400.00 per unit for international students.

<sup>3</sup> To be repeated until the candidate attains the required level of competency.

### 13. Financial Assistance and Scholarships

A candidate may seek for financial assistance and scholarships to lessen the study cost. The following types of assistance are available.

#### 13.1. External Funding

13.1.1. There are many establishments or institutions in Malaysia and elsewhere that offers scholarships for studies at a postgraduate level. Candidates can inquire the Centre for Graduate Studies for any further information regarding this matter.

13.1.2. Rules and regulations for applicants may differ from one provider to another.

13.1.3. The amount of financial assistance is normally decided by the provider.

13.1.4. Candidates are required to inform the Centre for Graduate Studies **IMMEDIATELY** if they receive external funding at any time during their candidature by providing the details of funding contract. **Failing to do so will be considered as an attempt of fraud and liable for disciplinary action.**

#### 13.1.5. Funding from Malaysian Government

- a) MyMaster, MyPhD and Industrial PhD are only applicable to Malaysians.
- b) The details of the funding can be found at <https://payloan.mohe.gov.my/MyBrain15/index2.php>

#### 13.2. Internal Funding

13.2.1. This type of assistance is only available to full-time research based postgraduate students.

13.2.2. UniMAP allows two (2) possibilities of financial assistance.

##### a) Graduate Assistant (GA)

- i. One year contract renewable each year.
- ii. Part-time tutoring and laboratory supervision is applicable (maximum 6 hours per week).
- iii. Waiver of tuition fees ONLY.
- iv. Fixed allowance at a rate of RM 1,500 per month for PhD students and RM 1,000 for MSc. students.
- v. Limited number of scholarship throughout the year.

b) Research Assistant (RA)

- i. Contract established monthly.
- ii. No waiver of fees.
- iii. Fixed daily allowance of RM 50.00 per day for MSc students and RM 65.00 per day for PhD students.
- iv. Source of funding comes from research grants of supervisors.

c) GA MyBrain15 (For Malaysian Only)

- i. One year contract renewable each year
- ii. For Full-Time PhD students only
- iii. Fixed allowance at a rate of RM1,800.00 per month
- iv. Waiver of tuition fees ONLY.

13.2.3. Postgraduate Academic Activities Fund (PAAF)

- a) RM 500 allowance per year will be provided to students who pursue their PhD and M.Sc for their academic activity.
- b) This funding is given to Msc students for a period of two (2) years and for PhD students for a period of 3 years only.

**14. Interruption of Period of Study**

Students may interrupt their period of study for the following

reasons. 14.2. Withdrawal of Candidature

14.2.1. Students may submit a written request to withdraw from a programme at any time. The request is to be approved by the respective Head of Department and submitted to the Dean of the Centre for Graduate Studies.

14.2.2. The request should be made and approved within the first 7 weeks of commencement.

14.2.3. Students who have withdrawn their candidature may apply for readmission by submitting a fresh application for consideration.

14.3. Defaulting & Termination of Candidature

14.3.1. Students are considered to have defaulted their candidature if they fail to register in any one semester during their period of study.

14.3.2. The Centre for Graduate Studies may terminate student's candidature according to the rules and regulations as stipulated by the University.

14.3.3. Student who have defaulted their candidature or have been terminated by the university may apply for reinstatement. **Reinstatement is allowed only once, and is subject to approval by the University Senate.**

14.3.4. Conditions for reinstatement are as follows:

- a) Good academic standing.
- b) Free from any misconduct.
- c) All outstanding fees, current fees and all other charges (includes defaulting period) are duly settled.
- d) The lapsed time between defaulting or termination and reinstatement does not exceed 12 months.

#### 14.4. Deferment of Candidature

14.4.1. Students who have been certified by a medical officer to be ill and medically unfit to proceed with his studies can apply for a deferment of candidature up to a maximum of two (2) semesters. This deferment period **WILL NOT BE** counted as part of the total period of study.

14.4.2. Students may also apply for deferment of candidature based on reasons other than medical, again for up to a maximum of two (2) semesters. This deferment period **WILL BE** counted as part of the total period of study.

14.4.3. All applications for deferment must be submitted and approved before the intended period of deferment.

14.4.4. Deferment of candidature (of any kind) may be granted at most twice within the maximum period of study.

14.4.5. If the fees has already been paid for a given semester, and the student has applied and received approval for deferment within the first two (2) weeks of the semester, the fees shall be credited to the following semester.

## 15. General Provisions

The University Senate reserves the right to introduce any further and future methods and implementation procedures within any of the provisions of these academic regulations. All such methods and implementation procedures must be observed by the student. The Vice Chancellor shall consider any appeal on any of the provisions under these Regulations at his discretion and he shall make any considerations and exceptions as he sees fit and deems necessary.

## 16. List of Forms

All forms related to graduate studies in UniMAP are available at Centre for Graduate Studies that can also be downloaded from the website. The forms are:

### 16.1. General Form

- 16.1.1. PIT01– Postgraduate Application
- 16.1.2. PIT04 – Deferment of Study, Extension of Study and Change of Status
- 16.1.3. PIT24 – Application for Official Letter
- 16.1.4. PIT27 – Deferment of Registration

### 16.2. Forms for Research Mode

- 16.2.1. PIT02 – Referees Report
- 16.2.2. PIT05 – Conversion MASTER – PHD
- 16.2.3. PIT11 – Progress Report
- 16.2.4. PIT12 – Thesis Submission Notice
- 16.2.5. PIT13 – Change of Thesis Title! Research Area ! Programmes
- 16.2.6. PIT16 – Report ! Change of Address
- 16.2.7. PIT17 – Submission of Thesis (8 copies)
- 16.2.8. PIT18 – Submission of Final Thesis (3 copies)
- 16.2.9. PIT19 – Change ! Appointment of Supervisor

### 16.3. Forms for Mixed Mode & Coursework

- 16.3.1. HEA-IT10 – Drop course Form
- 16.3.2. HEA-IT19 – Course Withdrawal Form
- 16.3.3. HEA-IT – Add Course Form
- 16.3.4. HEA-IT15A – Application form for appeal against course result
- 16.3.5. HEA-IT02C – Curative Course Registration Form



**APPENDIX – A**

Anguilla	Marshall Islands
Antigua & Barbuda	Mauritius
Australia	Montserrat
Bahamas	Namibia
Barbados	Nauru
Bermuda	New Zealand
Botswana	Nigeria
British Indian Ocean Territory	Pakistan
British Virgin Island	Palau
Cameroon	Papua New Guinea
Canada	Philippines
Cayman Islands	Rwanda
Dominica	Saint Helena
Falkland Islands	Saint Kitts and Nevis
Federal States of Micronesia	Saint Lucia
Fiji	Saint Vincent and The Grenadines
Gambia	Samoa
Ghana	Seychelles
Gibraltar	Sierra Leone
Grenada	Singapore
Guam	Solomon Islands
Guernsey	South Georgia and the South of Sandwich Islands
Guyana	Sri Lanka
India	Sudan
Ireland	Swaziland
Isle of Man	Tanzania
Jamaica	Trinidad & Tobago
Jersey	Turks and Caicos Islands
Kenya	US Virgin Islands
Kiribati	Uganda
Lesotho	United Kingdom
Liberia	USA
Madagascar	Zambia
Malta	Zimbabwe