



ACADEMIC REGULATIONS

POSTGRADUATE DEGREE PROGRAMMES BY RESEARCH

CENTRE FOR GRADUATE

PREFACE

This document contains information on general academic regulations, procedures and guidelines for the postgraduate programmes by research. Some of the materials in this guideline have been adopted or adapted from the guidelines prepared by the College of Graduate Studies at Universiti Tenaga Nasional (UNITEN).

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DEFINITION

“Academician” means a fulltime member of the academic staff or an instructor in a permanent or contract position;

“Candidate” means a candidate who has been offered a place in a programme but has not registered for it;

“Centre for Graduate Studies (CGS)” means the department established by the University to manage, administer and supervise postgraduate study programmes;

“Co-supervisor” means a person appointed as a Supervisor with the Main-supervisor to supervise the student;

“Degree” means the award conferred by the University to a student who has fulfilled the requirements for a Master’s degree or Doctor of Philosophy degree or its equivalent;

“Department” means any of the schools at the University including the Centres of Study and Institute;

“Department postgraduate committee” means the committee formed at the Department level to coordinate and manage the academic affairs for graduate studies;

“Department Evaluation Panel” means panels of two (32) or more members, including a chairperson appointed by the respective Department, to assess a graduate student’s research/project work;

“Dissertation” means the written product from research undertaken in a Master’s degree programme;

“External Examiner” means a person from outside the University appointed by the Centre for Graduate Studies with the endorsement of the Council of Postgraduate Studies to assess the thesis / dissertation and examination of Master’s degree programme and Doctor of Philosophy programme students;

“Head of Department” means the Head of any Department of studies of a School/Institute;

“Field-supervisor” means a person appointed as a Supervisor with the Main-supervisor to supervise the student;

“Internal Examiner” means a University’s academician appointed by the Centre for Graduate Studies with the endorsement of the Council of Postgraduate Studies to assess the thesis/dissertation and examination of Master’s degree programme and Doctor of Philosophy programme students;

“Main-supervisor” means a person appointed as a Supervisor with the Co-Supervisor to supervise the student.

“JITU” means a Council of Postgraduate Studies at university level.

“**Plagiarise**” means to use an idea, word, or work of another person without acknowledging its source.

“**Programme**” means a postgraduate study programme by research, i.e. a Master’s degree or Doctor of Philosophy degree or its equivalent in certain fields.

“**Postgraduate Programme Coordinator**” means an academic staff appointed by the Department/Institute to manage the postgraduate studies at the Department/Institute’s level.

“**SENATE**” means the SENATE of Universiti Malaysia Perlis.

“**Student**” means a person who has been enrolled for a graduate study programme at the University;

“**Supervisor**” means an academician appointed by the Centre for Graduate Studies on the Department’s proposal to supervise the research works.

“**Thesis**” means the written product from research undertaken of a Doctor of Philosophy Degree programme;

“**Thesis Evaluation Panel**” refers to all internal and external examiners to assess dissertation/thesis and implement viva-voce session.

“**University**” means Universiti Malaysia Perlis, the highest authority on academic matters in the university;

“**Viva-voce**” means an assessment session in which a student is required to present and justify his / her dissertation / thesis to the Thesis Evaluation Panel;

RESEARCH MODE POSTGRADUATE PROGRAMME

1. Introduction

The objective of the regulation is to provide guidelines to a candidate to plan their studies in the postgraduate programmes. The programmes offered are fully research based. A candidate having graduated with a postgraduate degree through a research programme should be able to demonstrate a mastery of the chosen domain. Candidates are expected to conduct research independently.

2. Prior to Application

2.1. Research Proposal

2.1.1. Candidate with a research proposal

- a) A candidate is advised to think of possible projects for his/her study, and is encourage to search for a potential supervisor at Universiti Malaysia Perlis.
- b) A brief research proposal indicating the area of research and what the candidate intends to carry out should then be submitted to the Dean of the Centre for Graduate Studies together with the postgraduate application form. The candidate must use a template of the research proposal available in the Centre for Graduate Studies' website.
- c) The brief research proposal will be evaluated by the postgraduate study committee at the department level. The committee will appoint a supervisor in the area of research that was chosen.

2.1.2. Candidate without a research proposal

In cases where the candidate does not have a research proposal, a list of potential research projects will be provided by the Department to the candidate upon request.

2.2. Supervisors

- 2.2.1. Main-supervisor must be from UniMAP's academic staff with some expertise in the area of research proposed by the candidate.
- 2.2.2. If required, an additional supervisor may be appointed. On a case-to-case basis, an additional External expertise or Field supervisor from another university or research institute may be appointed to enhance and facilitate project supervision.
- 2.2.3. Candidate may request a particular supervisor for the research supervision. However, the final decision will have to be based on mutual consent.

3. Application Process

- 3.1. Applications must be made by using the form provided and submitted to the Centre for Graduate Studies.
- 3.2. Incomplete applications or applications that do not meet the stipulated requirements shall not be considered.

4. Registration

4.1. Main Registration

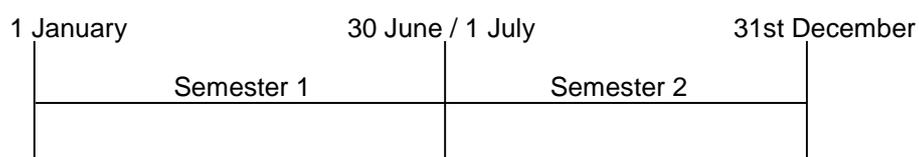
- 4.1.1. Candidates accepted for a research programme may apply for candidature at the Centre for Graduate Studies within 3 months from the date stated in the offer letter. Candidate may apply to postpone the registration subjected to the written approval from the Dean of Centre for Graduate Studies.
- 4.1.2. If candidate fails to register within the 3 months without written permission from the Dean of the Centre of Graduate Studies, the acceptance offer will be automatically null and void. After this given period, the offer will lapse and the candidate will have to resubmit a new application.

4.2 Re-registration

- 4.2.1. After the main registration, the student will have to re-register at the beginning of all subsequent semesters.
- 4.2.2. Students must make full payment for that semester during the registration.
- 4.2.3. Students will not be allowed to re-register if they do not settle any outstanding fees. Their facility access and benefits will be revoked.
- 4.2.4. Failure of a student to renew his /her candidature within the stipulated period shall cause his/her candidature to lapse unless the student has been granted a written approval for late registration. Students who fail to re-register after one month of the stipulated registration date have to pay RM100 penalty.
- 4.2.5. Students who fail to register for one (1) semester without written approval will be terminated subject to Senate approval.
- 4.2.6 International students must re-register at the beginning of each semester to ensure that their student pass remains valid. For issues related to international affairs, visa and student pass, please contact Centre for International Affairs, UniMAP.

4.3 Fees

- 4.3.1 Students are required to pay in full tuition fees during registration. If a candidate registers in the first half of a semester (before 31st March and 30th September), full tuition fee payment is applicable. If a candidate registers in the second half of a semester (1st April and 1st October onwards), half semester tuition fee is applicable. Kindly refer to the figure below for more reference:



4.3.2 For students in their final semester, students who submit 8 copies of theses before 31st March or 30th September, half tuition fee is applicable whereas students who submit 8 copies of theses after the mentioned dates will be charged full fees.

5. Change of Programme / Field

From one Masters or PhD programme / field to another

5.1.1 Application for transfer from one programme/field to another programme/field at the same level has to be submitted to the Centre for Graduate Studies and this must be done within the first year of registration for full-time students and within the first two years for part-time students.

5.1.2 The application will only be considered if the students have provide very strong justifications for such a request and the students must have not been terminated from the current programme. A processing fee of RM 100.00 will be charged for this application.

5.1.3 Such a change is not encouraged between programmes of different modes.

5.1.4 The maximum period of candidature will remain unchanged.

6. Programme Conversion

From a Master's programme to a PhD programme:

6.1.1 Application for conversion to another programme has to be submitted to the Centre for Graduate Studies.

6.1.2 A Full -Time student **MUST** submit the form within 2 to 3 semesters after registration.

6.1.3 A Part - Time student **MUST** submit the form within 3 to 5 semesters after registration.

6.1.4 Any request before minimum and after the maximum stipulated period will not be entertained.

6.1.5 The request for the conversion **MUST** be accompanied with strong justifications.

6.1.6 Department must appoint the expert panel to study the student's proposal and give their recommendation. The student will be asked to defend his/her conversion report by presenting his/her work, publications, awards, etc to the expert panel.

6.1.7 Based on the recommendation from the expert panel, the Centre for Graduate Studies will allow such a conversion subject to approval from the Council of Postgraduate Studies (JITU) and endorsed by the Senate.

7. Getting Started

7.1 Orientation Program

All new students must attend the Postgraduate Studies Orientation Program within the first semester after the main registration. The Centre for Graduate Studies will announce the dates of the orientation programme periodically.

7.2 Proposal Workshop / Research Methodology Workshop / Thesis Writing Workshop

Students are required to attend the workshops organized by the Centre for Graduate Studies and respective departments.

7.3 Research Project

7.3.1 Research Title

The title must be relevant to the programme/field of studies and approved by the Main-supervisor, Department postgraduate committee and JITU, and endorsed by SENATE.

7.3.2 Changing of Research Title

- a) An application to change a research title must be made by filling up PIT-13 forms that must be endorsed by the respective Head of Department via the Main-supervisor and then submitted to the Centre for Graduate Studies.
- b) Applications for minor changes of the title can be made anytime during the candidature, but major fundamental changes cannot be made later than half-way through the maximum period of candidature.
- c) All changes **MUST** be ultimately approved by JITU.
- d) There will be no change in the maximum period of candidature due to the change of research title.

7.4 Selecting Supervisors

7.4.1 The supervisors must be an academic staff of UniMAP and must not be in any way personally related to the candidate throughout the candidature period.

7.4.2 Supervisors from different schools can be appointed to encourage cross-discipline research.

7.4.3 The candidate may nominate a new or an additional supervisor as a Co-supervisor or a Field supervisor, after the consent of the Main-supervisor and the proposed additional supervisors.

7.4.4 Additional supervisors can be internal or external, academician or non-academician with appropriate qualifications / expertise.

7.4.5 At most one additional supervisor should be nominated for MSc candidate and two for PhD candidate.

7.5 Supervisor Qualification

7.5.1 For PhD supervision

- a) Main-supervisors must have a relevant doctorate or equivalent degree in the undertaken field of research.
- b) Co-supervisors must have a relevant doctorate degree in the undertaken field of research. Co-supervisors without a doctorate degree but with sufficient appropriate experience can be appointed with the approval of the SENATE.
- c) Field-supervisors must be from recognized research institutions or the industry with sufficient amount of research experience.

7.5.2 For MSc supervision

- d) Main-supervisors must have at least a Master's degree or equivalent in the undertaken field of research.
- a) Co-supervisors must have a relevant Master's degree in the undertaken field of research.
- b) Field supervisors must be from recognized research institutions or the industry with sufficient amount of research experience.

7.6 Changing of Supervisors

7.6.1 A student is required to nominate a replacement of supervisor in the event the supervisor withdraws from being a supervisor or terminates his / her services at UniMAP. This is to be done by completing PIT-19 form that can be obtained from the Centre for Graduate Studies or downloaded directly from UniMAP's website.

7.6.2 A student, supported by strong justifications, may also appeal to the respective Head of Department via the Postgraduate Programme Coordinator to change the appointed supervisor. In such a situation, the candidate can nominate a replacement supervisor or request a replacement to be proposed.

7.6.3 There will be no change in the period of maximum candidature due to changing of supervisors.

7.6.4 After all endorsements from all parties (previous supervisor, new supervisor and Head of Department) have been obtained, the application for any change of supervisors will then be brought and discussed at the JITU for approval.

7.7 Adding Supervisors

7.7.1 Co-supervisors and Field supervisors can be newly appointed as deemed fit by the Main supervisor and the respective Head of Department throughout the entire period of a student's candidature.

7.7.2 Appointments must follow the previously stipulated rules and regulations referred to at 7.4.

7.7.3 There will be no change in the period of maximum candidature due to addition of supervisors.

7.7.4 After all endorsements have been obtained, the application for any addition of supervisors will then be brought and discussed at the JITU for approval.

7.7.5 Students are required to fill up PIT-19 form that is available at the Centre for Graduate Studies or downloaded directly from UniMAP's website.

8. Study Progress

8.1 Student Status

8.1.1 Throughout students' candidacy, students have to ensure the following at all times:

- a) Registered for the programme.
- b) Paid the required fees and settled any outstanding fees debt.
- c) Their candidature has not expired.

8.2 Study Progress

8.2.1 Regular meetings are recommended between students and their supervisors at least 3 times per semester for Full - Time students and at least 2 times per semester for Part - Time students.

8.2.2 Students **must** submit their progress report every six (6) months by filling up PIT-11 form which can be obtained from the Centre for Graduate Studies or downloaded directly from UniMAP's website.

8.2.3 Supervisors must indicate the study progress of the student and be endorsed by the Head of Department.

8.2.4 Students should ensure that the progress report is completely filled before forwarding it to the Centre for Graduate Studies. Incomplete reports will be rejected.

8.2.5 Students who fail to submit the progress report in two (2) consecutive semesters will be terminated, subjected to senate approval.

8.3 Publication Requirements

8.3.1. Students must publish their research works prior to thesis submission. For MSc. student, the cumulative mark of publication is 5 points while for PhD student is 10 points which consists of types of publication according to the scoring system as given in Table 8.3.1.

Table 8.3.1: Scoring system according to types of publication

Types of Publication	Impact Factor	Point
Journal		
ISI	≥ 0.50	15
ISI	< 0.50	10
Scopus	-	8
International (refereed)	-	4
Others (refereed)	-	2
Proceeding		
Scopus	-	4
International (refereed)	-	2
Others (refereed)	-	1

8.4 Change of Status

8.4.1 Student is allowed to change his / her status from Part-Time to Full-Time or from Full-Time to Part-Time. A processing fee of RM 100 will be charged per status change.

8.4.2 Application to change the status of a student must be done by filling up PIT-04 form which can be obtained from the Centre for Graduate Studies or from UniMAP's website after getting approval from the Main supervisor.

8.5 Extension To Candidature

8.5.1 Students who are unable to complete their programme within the stipulated time frame can apply for an extension to the duration of study.

8.5.2 Every application to extend the duration of study must be accompanied by a valid reason. Students are required to complete PIT-04 form to apply.

8.5.3 The maximum extension period is given in the following Table 8.5.3

Table 8.5.3: Maximum extension period for PhD and MSc

Programme	Mode	Max. Study Duration	Max. Extension Period
PhD	Full-Time	5 years	2 years
	Part-Time	7 years	3 years
MSc	Full-Time	3 years	1 years
	Part-Time	5 years	2 years

8.5.4 Students must submit their candidature extension form at least three (3) months before the end of study duration. A fine of RM100 will be imposed for late submission of the application form.

8.5.5 Application forms to extend the duration of study can be obtained from the Centre for Graduate Studies or UniMAP's website.

8.5.6 Completed application forms must be endorsed by the Main-supervisor and approved by the respective Head of Department.

8.5.7 The duly completed and approved form must be forwarded to the Centre for Graduate Studies for further action.

8.6 Deferment of Study

8.6.1 In case of study is deferred, the student is advised to inform the Centre for Graduate Studies by filling up PIT-04 form available at the office or at UniMAP's website.

8.6.2 For non-medical reasons, the period of deferment will be counted as part of the duration of study. For medical reasons, the period of deferment will not be counted as part of the candidature subject to submitting a certification by Medical Officer of the University or from Government Hospital.

8.6.3 The total period involved by including the deferment period must not exceed the maximum study duration allowed for a particular programme.

8.6.4 Students who are successful in the application for deferment will be temporarily de-registered as a university student. They will have no access and are not allowed to use any of the facilities available at the university.

8.6.5 The total maximum allowable period of deferment is one (1) year, either TWO (2) consecutive semesters or TWO (2) separate semesters.

8.7 Proposal Defence for PhD and MSc

8.7.1 All PhD and MSc students are compulsory to do a proposal defence by the following periods:

(i) PhD student

A Full - Time PhD student needs to do a proposal defence by a period of 1 year after the main registration. A Part - Time PhD student needs to do a proposal defence by a period of 2 years after the main registration.

(ii) MSc student

A Full - Time MSc student needs to do a proposal defence by a period of 9 months after the main registration. A Part - Time MSc student needs to do a proposal defence by a period of 18 months after the main registration.

8.7.2 Student who fails in the proposal defence will be given the interval period of 6 months for PhD and 3 months for MSc to do a re-defence of the proposal until it is accepted by the Department Evaluation panel.

8.8 MSc / PhD Defence

8.8.1 MSc / PhD student is compulsory to do a defence by the period of 1 year after the main registration. However, student may apply through the Centre for

Graduate Studies to do the defence by the period of 6 months after the main registration. Below are the requirements to apply for the defence:

- a) Completion of the MSc / PhD evaluation form (PIT 05).
- b) Submission of the MSc / PhD report which covers:
 - (i) The results of the research work
 - (ii) Research activities such as a publication in journal / proceeding / article, participation in exhibition and presentation of the research works.

8.8.2 Failure to apply for the defence within a month after the period of 1 year will cause failure to continue with the PhD, and be demoted to MSc.

8.8.3 Students who fail in the defence will be given the period of 3 months to do a re-defence.

9. Types of Thesis

9.1 Conventional Thesis

Student has to refer to the “Guidelines for Preparation and Submission of Graduate Thesis”.

9.2 Thesis by Publication (for PhD Student only)

9.2.1 The thesis will be based on a number of publications in international journals or papers accepted for publication with a cumulative impact factor within the period of candidature. Student will have made significant contributions to the publications.

9.2.2 The following requirements must be fulfilled:

- a) A minimum of THREE (3) research papers with a cumulative impact factor of not less than 5.0.
- b) The published/accepted research papers must be first authored by the student.
- c) Review paper is not counted as part of the research paper that is mentioned in Section 9.2.2. (a).

9.2.3. For further details, student has to refer to the “Guidelines of PhD by Publication”.

10. Thesis Closure

10.1 Notice of Thesis Submission

10.1.1 At the end of the graduate programme, a student must submit Notice of Thesis Submission form (PIT-12) at least three (3) months before the submission of thesis for evaluation. The form can be obtained from the Centre for Graduate Studies or from UniMAP's website. **This notice is valid for only six (6) months after the submission of notice.**

- 10.1.2 All relevant fields in the form must be filled, especially the thesis title and its translation (English or Malay).
- 10.1.3 Before the form is submitted, the respective Head of Department has to endorse the suggested internal and external examiners.
- 10.1.4 Notice of thesis submission can only be submitted while the student is registered as a postgraduate student. If the student ceases to be officially registered, the student is required to apply for an extension to the duration of study and pay the relevant fees before submitting the notice.
- 10.1.5 If the student fails to submit his/her thesis evaluation copies within the maximum six (6) months from the date of notice, the student is required to apply, by writing, for an extension period of three (3) months. This request must be made before the notice expires.
- 10.1.6 If the Centre for Graduate Studies receives no request for extension or the student fails to submit his/her thesis before the notice expires, the student must submit a new notice of thesis submission form.

10.2 Pre-viva Presentation for PhD and MSc

- 10.2.1 MSc and PhD students are required to do pre-viva presentation to present their research outcomes before the submission of eight (8) copies of their theses.
- 10.2.2 Pre-viva presentation is conducted by the school under the arrangement of Postgraduate Programme Coordinator.
- 10.2.3 There is no assessment in the pre-viva presentation; however, it will give candidate experience before attending the final viva-voce.

10.3 Thesis Submission Requirement

- 10.3.1 Students are required to fulfil these criteria before submitting eight (8) copies of their theses:
 - (i) Attend Postgraduate Studies Orientation Programme.
 - (ii) Attend Thesis Writing Workshop.
 - (iii) Pass English Placement Test (for international students) for those who do not meet English entry requirement.
 - (iv) Pass proposal defence.
 - (v) Meet publication requirement as stated in Section 8.3.
 - (vi) Undergone pre-viva presentation as stated in Section 10.2.

11. Pre-Examination / Submission

11.1 Submission of Thesis for Evaluation

- 11.1.1 Eight (8) copies of the student's thesis should be submitted to the Centre for Graduate Studies for the purpose of evaluation. These

copies **must be ring bound** with plastic cover. Students must submit the thesis together with PIT-17 form.

- 11.1.2 Students must submit a similar index report (PIT 17-B), together with eight (8) copies of the student's thesis. A similarity measure could be done by using "TURNITIN" software available at the UniMAP's library.
- 11.1.3 The student is required to comply strictly with the format of writing a thesis as described in the "Guidelines for Preparation and Submission of Graduate Thesis". The Centre for Graduate Studies will not accept any thesis that does not comply with these requirements.
- 10.1.4 The student is also required to pay the thesis examination fees at the Bursary and return a copy of the payment slip to the Centre for Graduate Studies.
- 10.1.5 The evaluation copies must be forwarded together with the relevant submission criteria form (PIT-17-A). This form consists of *Checklist of Thesis Submission* where students are required to settle all outstanding fees / fines and borrowed items before submitting the thesis for evaluation.

12. Examination

12.1 Convening of the *Viva-voce*

- 12.1.1 The student must be ready for a *viva-voce* session at least **four (4)** weeks for **Master students** and **eight (8)** weeks for **PhD students** after the submission of thesis evaluation copies. Students will be called anytime to defend their thesis as soon as the internal and external examination reports are obtained.
- 12.1.2 The student is required to inform the Centre for Graduate Studies regarding any change of address, contact number or email to ensure that the student can be easily contacted for *viva-voce* arrangements.
- 12.1.3 As soon as the Thesis Examination Panel is formed (subject to the feedback from the internal and external examiners), the student will be contacted for their *viva-voce* arrangements.
- 12.1.4 After the thesis is defended, the student must obtain the summary report of the *viva-voce* session from the secretariat of the Thesis Examination Panel. This report will contain the corrections and improvements (if any) that have been agreed by the panel to be incorporated into the final version of the thesis.
- 12.1.5 Students will be given a period of time to correct and improve their thesis, if required by the examination panels. The panels will mention this duration in their summary report.
- 12.1.6 Students are advised to meet or contact their main supervisor for their thesis correction and improvement before submitting the final version of the thesis to the Centre for Graduate Studies.

12.2 Examination Result

12.2.1 A thesis shall be examined and recommended by the Thesis Examination Panel as to whether it be:

- (i) The student is awarded a PhD/Masters Degree.
- (ii) The student is awarded a PhD / Masters Degree subject to changes/corrections to the thesis as listed in the Panel of Examiners report.
- (iii) The student is allowed to resubmit the thesis for re-examination after the student has made changes/corrections to the thesis as listed in the Panel of Examiners report. The student may be required to attend another viva-voce.
- (iv) The student is not eligible to be awarded a PhD/Masters Degree and is not allowed to resubmit the thesis for examination.

12.2.2 In the event of a discrepancy in evaluation between the examiners, the Thesis Examination Panel shall have the prerogative to determine the specific category under which the thesis/dissertation should fall. In case of dispute, the Thesis Examination Panel will refer to JITU for final decision.

13. Post-Examination / Pre-Graduation

13.1 Verification of Amendments

13.1.1 Within the period given for amendments, the students shall prepare a preliminary draft incorporating the corrections and improvements to complete the verification process.

13.1.2 The main supervisor and at least one of the thesis examiners will verify that all required amendments have been made.

13.2 Submission of Final Thesis

13.2.1 Students are required to submit three (3) hardcover version of their final thesis in order to graduate.

13.2.2 The main supervisor and the respective Head of Department must endorse the final version of the thesis through the relevant form which can be obtained from the Centre for Graduate Studies or from UniMAP's website.

13.2.3 If the respective Head of Department is the main supervisor, co-supervisor or the internal examiner for the student, the Dean of the Centre of Graduate Studies will instead endorse the final version of the thesis.

13.2.4 Students are also required to fill-up the PIT-18 form regarding information to be written in the graduation scroll during the final submission of thesis.

13.2.5 If the thesis is not amended as requested by the Thesis Evaluation Panel, it shall be deemed to be rejected.

14. Termination of Candidature

14.1 A student will be terminated if he/she does not satisfy the student status as stated in rules 8.1.1 and 8.2.2.

14.2 Upon advice from the main supervisor, a student's candidature may be terminated if the student's performance is unsatisfactory without a valid reason.

14.3 If the student is convicted of a felony or any activities, which is deemed to tarnish the university's reputation and image, his/her candidature will be terminated.

14.4 A student's candidature will be terminated if he/she is found to be involved in any academic foul play throughout the candidate's duration of study.

14.5 A student's candidature will also be terminated if the student is found to violate university rules and regulations.

15. Reactivation of Candidature

15.1 A student whose candidature is terminated may apply for appeal to the Centre for Graduate Studies.

15.2 The student must apply for reactivation within one (1) month of receipt of termination letter.

15.3 The appeal letter together with the following fees and documents should be attached:

- a) A processing fee of RM 500 will be imposed.
- b) All outstanding and current fees and other charges have been paid.
- c) The reason for the appeal must be clearly stated, and
- d) A support letter/document (if applicable) from the main supervisor and the respective Head of Department must be attached.

16. Graduation

16.1 Conferment of PhD / MSc Degree

A PhD / MSc Degree will be awarded to candidates who fulfil the following requirements:

- a) Pass the viva-voce session.

- b) Submit THREE (3) hard bound copies of the thesis to the Centre for Graduate Studies.
- c) No outstanding bills and dues with the University.

16.2 Conferment of the PhD/MSc degree subject to the approval by the University Senate.

17 General Provisions

The Centre for Graduate Studies with the approval of 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 Senate shall consider any appeal on any of the provisions under these Regulations at the discretion and shall make any considerations and exceptions as it sees fit and deem necessary.

PLAGIARISM

General Statement

In the tradition of scholarly pursuit, students are advised against committing plagiarism according to '**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971, UNIVERSITI MALAYSIA PERLIS**' (STUDENTS DISCIPLINARY COMMITTEE).

Prohibition Against Plagiarism

A candidate shall not plagiarise any idea, writings, data or invention belonging to another person. For the purpose of this rule, plagiarism includes:

- The act of taking an idea, data or an invention of another person and claiming that the idea, data or invention is the result of one's own findings or creation; or
- An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data or an invention which has actually been taken from some other source.

Without prejudice to the generality of the above sub-rule, a student is considered to plagiarise when he/she:

- Publishes with himself as the author, an abstract, article, scientific or academic paper, or book that is wholly or partly written by some other person.
- Incorporates him or allows him to be incorporated as co-author of an abstract, article, scientific or academic paper, or book when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book.
- Forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
- Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research without giving due acknowledgement to the actual source;
- Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- Transcribes the ideas or creations of others kept in whatever written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that he is the creator of that idea or creation;
- Translates the writing or creation of another person from one language to another whether wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or creation or;
- Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearrange it in such a way that it appears as if he is the creator of those ideas.