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PART A: INTRODUCTION

1.0 TERMS AND INTERPRETATION

1.1 Enforcement of the Regulations

These Regulations shall be enforced from the date of Senate approval dated 19th August 2015. However, new and improved Regulations may be endorsed by the Senate from time to time.

1.2 Interpretation

For the purpose of these Regulations unless otherwise requires, the following expressions shall have the following meanings:

“Co-supervisor” and “Supervisory Committee Members” means academic members of the University or qualified individuals from other institutions appointed by the Dean of PPS based on the recommendation of the Dean of the Faculty to carry out the duties and responsibilities of supervising the work of the supervisee and overseeing the performance of the Student throughout the period of study;

“Coursework mode” means the mode of study whereby a Student is required to undertake stipulated courses within a stipulated time period in fulfilment of the requirements for the award of the degree pursued;

“Deferment of registration” means permission granted by the University to a new student who has been offered admission to defer his/her registration;

“Deferment of study” means permission granted by the University to a Student who wishes to postpone his/her study;

“Dissertation” means the documentation of an original research prepared and submitted by a Student for the award of the Master’s degree by coursework-mode and mixed-mode;

“External Examiner” means an academic member of an academic institution or a qualified individual from other institutions appointed by the Dean of PPS, on the recommendation of the Dean of Faculty and the approval of JKPSU to examine a thesis or dissertation and viva-voce;
“Faculty” includes school, centre, academy or institute which offers graduate academic programmes in the University;

“Graduate study” means programme of study leading to conferment of Master’s degree, Doctor of Philosophy (Ph.D.) degree or equivalent, and Postgraduate diploma;

“Guidelines” means a set of document that provide details in relation to these Regulations;

“IELP” means Intensive English Language Programme offered by the University;

“IELTS” means International English Language Testing System offered by the British Council;

“Internal Examiner” means an academic member of the University appointed by the Dean of PPS, on the recommendation of the Dean of Faculty and the approval of JKPSU to examine a thesis or dissertation and viva-voce;

“Jawatankuasa Pengajian Siswazah Fakulti” or JKPSF (Faculty Committee for Graduate Studies) means the committee responsible for graduate academic matters in relation to academic affairs, admission, governance and examination, chaired by the Dean of Faculty;

“Jawatankuasa Pengajian Siswazah Universiti” or JKPSU (University Committee for Graduate Studies) means the committee established by the Senate, responsible for graduate academic matters in relation to academic affairs, admission, governance and examination, chaired by the Deputy Vice Chancellor (Academic and International);

“Master’s degree” means an academic degree granted to an individual who has undergone study demonstrating a mastery or high-order overview of a specific field of study;

“MUET” means Malaysian University English Test conducted by Malaysian Examinations Council;

“ODL” means Online Distance Learning offered by the University;

“Programme of study” means the graduate academic programmes offered by the University;
“Ph.D.” (Doctor of Philosophy) means an academic degree granted to individual who has undergone study beyond the Master’s degree and produced original research;

“Postgraduate diploma” means an academic qualification of specific programme of study beyond the Bachelor’s degree but does not meet the requirements of an academic degree at the Master’s level;

“Pusat Pengajian Siswaah” (PPS) or Centre for Graduate Studies means the administrative entity in the University that manages the graduate programmes;

“Qualifying Test” (QT) means the defence of proposal for academic research in the presence of the Qualifying Test Committee;

“Qualifying Test Committee” means the committee established by the respective Faculty to assess the research proposal prepared by the Student;

“Senate” means the Senate of Universiti Sains Islam Malaysia (USIM);

“Supervisor”, “Main Supervisor” or “Chairman of Supervisory Committee” means an academic member of the University appointed by the Dean of PPS, on the recommendation of the Dean of Faculty, to carry out the primary duties and responsibilities of supervising the work of the supervisee and overseeing the performance of the Student throughout the period of study. In the case of joint supervision or supervisory committee, he/she shall lead the team;

“Student” means a registered full-time or part-time student undertaking graduate programmes at the University;

“Thesis” means the original document prepared and submitted by a research-mode Student based on his/her research project that is completed within a stipulated time period in partial fulfilment for the conferment of the degree pursued;

“TOEFL” means Test of English as a Foreign Language offered by the Educational Testing Services International;

“Transferred Student” means a Student who was a registered student on good standing at another institution and transferred to continue his/her study in the University at the same level of study with the recommendation by the previous university;
“UEPT” means University English Proficiency Test offered by the University;

“University” means Universiti Sains Islam Malaysia (USIM);

“Viva-voce” means oral defence of a thesis or dissertation for respective programme of study.

“Viva-voce Committee” means the committee established under these Regulations;

“Withdrawal of candidature” means permission granted by the University to a registered Student who wishes to withdraw from the programme of study;

PART B: ADMISSION AND REGISTRATION

2.0 MODES OF STUDY

Applicant who has been accepted for admission into the programme of study shall pursue his/her study through the following modes:

(1) Coursework-mode
   (a) Attend and pass all required courses and shall be subjected to various course assessments and examinations; and
   (b) Conduct a Master’s project which carries not more than 30% of the programme total credit;

   or

(2) Mixed-mode
   (a) Attend and pass all required courses and shall be subjected to various course assessments and examinations; and
   (b) Conduct research which carries at least 50% but not more than 70% of the programme credit, culminating into a Master’s dissertation as partial fulfilment of the degree requirement;

   or

(3) Research-mode
   Conduct research which carries not less than 70% of the programme credit, culminating into thesis and subjected to thesis examination and viva-voce as a partial fulfilment of the degree requirement.
3.0 ADMISSION REQUIREMENTS

Applicant who wishes to apply for admission to Graduate Studies shall possess the following qualifications:

3.1 Admission to Postgraduate diploma

The qualifications for admission to Postgraduate diploma studies offered by the Faculty are set out in the Guidelines.

3.2 Admission to Master's degree

(1) A relevant bachelor degree with honours with a CGPA of 2.75 and above from the University;

or

(2) A relevant bachelor degree with honours recognised by the Senate with achievements as follows:

(a) Jayyid, or
(b) CGPA of 2.75/4.00 and above, or
(c) CGPA of 3.50/5.00 and above, or
(d) overall marks of 60% and above;

or

(3) A relevant bachelor degree from the University or any other institutions of higher learning recognised by the Senate with the following grades AND at least five (5) years of relevant work experience after the degree:

(a) Makbul, or
(b) CGPA less than 2.75/4.00 but more than 2.50/4.00, or
(c) CGPA less than 3.50/5.00 but more than 3.00/5.00, or
(d) overall marks less than 60% but more than 50%;

or

(4) Other qualifications equivalent to a bachelor degree with honours AND relevant professional work experience;

or

(5) A relevant advanced diploma with CGPA 2.75/4.00 and above from institutions of higher learning recognised by the Senate AND with at least five (5) years of relevant work experience;

or

(6) A relevant advanced diploma with CGPA 2.50/4.00 and above from institutions of higher learning recognised by the Senate AND with at least ten (10) years of
relevant work experience.

(7) The amount of credit hours for the relevant bachelor degree and advanced diploma shall be as follows:

(a) bachelor degree ≥ 120 credit hours
(b) advanced diploma ≥ 90 credit hours

Note: 1 year work experience is equivalent to 0.05 CGPA

3.3 Admission to Ph.D. degree

(1) A relevant Master’s degree with a minimum CGPA of 3.00 or equivalent from the University;

or

(2) A relevant Master’s degree with a minimum CGPA of 3.33/4.00 or equivalent from another institution of higher learning recognised by the Senate;

or

(3) Other relevant qualifications equivalent to a Master’s degree AND with relevant professional experience recognised by the Senate;

or

(4) Incumbent Master’s degree Student who has fulfilled the requirement of Regulations 9.0 and is approved by the JKPSU and the consent of the Senate to convert his/her study to Ph.D. degree.

3.4 English Language Proficiency Requirements

(1) Applicant shall show evidence of proficiency in English language based on the following criteria:

(a) TOEFL* minimum score of 510 (paper-based) or 180 (computer-based) or 64 (internet-based);

or

(b) IELTS* minimum score of Band 5;

or

(c) MUET* minimum score of Band 3;

or

(d) graduated from institutions that use English as sole medium of instruction;

or

(e) graduated with CGPA 2.75/4.00 and above in the field of Teaching of English as a Second Language (TESL), English Language Studies (ELS) and equivalent from a university recognised by the Senate;

or

(f) native speaker of English.
(2) Applicant who does not fulfil any of the criteria under items 3.4 (1) (a) to (f) shall be required to take and pass the University English Proficiency Test (UEPT) conducted by the University.

(3) Applicant who has successfully attained a minimum Band 3 in the UEPT* will be allowed to register in the programme.

(4) Research-mode applicant who intends to write his/her thesis in Arabic may be allowed conditional registration, upon fulfilling the admission requirement as follows:
   (a) TOEFL minimum score of 473 (paper-based) or 150 (computer-based) or 52 (internet-based);
   or
   (b) IELTS minimum score of Band 4;
   or
   (c) MUET minimum score of Band 2;
   or
   (d) UEPT minimum score of Band 2.

(5) Subject to Regulations 3.4 (4), applicant shall register and attend the Intensive English Language Programme (IELP) concurrently with the graduate programmes and shall achieve the requirements for the purpose of graduation.

*Subject to the test validity.

3.5 Transferred Student

(1) The Transferred Student from other institutions recognised by the Senate shall fulfil the University admission requirements.

(2) For the purpose of graduation, the Transferred Student shall fulfil all requirements as stipulated in Regulations 15.0. Relevant academic works done in previous institutions may be accepted by submitting an application to the Dean of PPS.

4.0 APPLICATION FOR ADMISSION

(1) Application for admission to the University shall be made through online system.

(2) Online application for admission is open throughout the year for admission subject to stipulated date determined by PPS.

5.0 REGISTRATION

(1) The registration of new student shall be as follows:
   (a) Research-mode
       The applicant may register anytime throughout the year. The details are as
follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration of registration</th>
<th>Semester Status</th>
<th>Fees</th>
<th>Progress Report</th>
<th>RM &amp; DA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Within the first four (4) weeks of the semester</td>
<td>Semester 1</td>
<td>Fees will be charged in full</td>
<td>Submit current semester</td>
<td>Current Semester</td>
</tr>
<tr>
<td>II</td>
<td>From fifth (5th) to tenth (10th) weeks of the semester</td>
<td>Semester 1</td>
<td>Tuition fees will be charged 75%</td>
<td>Submit current semester</td>
<td>Next Semester</td>
</tr>
<tr>
<td>III</td>
<td>From eleventh (11th) to eighteenth (18th) weeks of the semester</td>
<td>Semester 0</td>
<td>Tuition fees will be charged 50%</td>
<td>Due next semester</td>
<td>Next Semester</td>
</tr>
<tr>
<td>IV</td>
<td>After eighteen (18th) weeks of the semester</td>
<td>Semester 0</td>
<td>Tuition fees will be charged 25%</td>
<td>Due next semester</td>
<td>Next Semester</td>
</tr>
</tbody>
</table>

* Research Methodology and Data Analysis

(b) Mixed-mode and coursework-mode
Registration shall be carried out at the beginning of each semester. The Faculty reserves the right to determine which semester the applicant shall be admitted.

(c) The offer for admission shall be automatically revoked for applicant who fails to register within the first four (4) weeks of the semester, except for research-mode applicant.

5.1 Types of Registration

(1) Applicant may register either as:
(a) full-time (FT) Student,
   or
(b) part-time (PT) Student,
   or
(c) online distance learning (ODL) Student,
   or
(d) a combination of FT and ODL Student,
   or
(e) a combination of PT and ODL Student.
The number of credits taken shall be as follows:

<table>
<thead>
<tr>
<th>Type of Semester System</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Credits</td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>Full-Time (FT)</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Part-Time (PT)</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ODL or Combination of ODL/FT/PT</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

The JKPSU reserves the right to determine the suitable types of registration for the applicant.

5.2 Registration of International Applicant

International applicant shall register either as FT or ODL or combinations of ODL/FT Student only.

5.3 Deferment of Registration

(1) The applicant may defer registration through online system within four (4) weeks after the issuance date of the offer letter; failing to do so may result in the offer for admission to be automatically revoked.

(2) The deferment of registration may be allowed for a period of one (1) semester only from the issuance date of the offer letter. Failing to do so, may result in the offer for admission to be automatically lapsed. However, the applicant may re-apply for admission subject to Regulations 3.0.

(3) Sponsored Student shall obtain written approval from his/her sponsor before submitting the deferment application.

5.4 Change of Type of Registration

(1) Under certain circumstances as set out in the Guidelines and subject to Regulations 5.2, Student may apply to the Dean of PPS through the respective Faculty to change any types of registration as stated in Regulations 5.1.

(2) Student shall consider all requirements of each type of registration and abide by the Regulations therein. There shall be processing fees or charges imposed for each request for change stipulated by the University.

(3) Application shall be made to the Faculty within ten (10) weeks of the semester.

(4) The change of types of registration, after which has been approved, shall be
5.5 Registration and Enrolment Into the Subsequent Semester

(1) Student shall be required to register every semester within the first four (4) weeks of the semester and shall continue as Student throughout his/her study. Registration in the third and fourth week of the semester is considered as late registration of which charges will be incurred.

(2) In order to register for the subsequent semester, Student is required to settle all fees, charges and other monies due to the University and shall keep the accounts clear of all financial encumbrances.

(3) Student is required to maintain satisfactory academic progress throughout his/her programme of study, failing which he/she may be subjected to Fail and Terminated (GDB) as stipulated in Regulations 13.0.

(4) Student shall be terminated if he/she fails to register for two (2) consecutive semesters without permission of the University as stipulated by Regulations 7.5.

(5) The Immigration Department will be notified by USIM 'Alamiyyah to cancel the visa of the international Student who has been terminated.

6.0 PAYMENT AND FEES

6.1 Payment of Fees And Charges

(1) Student shall pay all fees, charges and other monies prior to registration in the following semester.

(2) Graduating Student is required to pay all outstanding balance before receiving academic transcript, completion of study letter and degree scroll as stated in Regulations 15.0.

6.2 Refund of the Tuition Fee

(1) For Student who has been granted approval to defer and withdraw from programme of study in Regulations 7.0, and has paid the tuition fees, the University shall refund the tuition fee based on the following calculations:

(a) before the end of fifth (5th) week 50% of the tuition fee shall be refunded;

(b) between the fifth (5th) and eighth (8th) week of the semester, 25% of the tuition fee shall be refunded;

(c) after the end of eighth (8th) week of the semester, there shall be no refund for the fees paid.
PART C: CANDIDATURE MATTERS

7.0 VARIATIONS OF CANDIDATURE

7.1 Transfer of Credit and Exemption of Courses

(1) Student who is in good standing and has completed certain graduate courses from the University or other institutions recognised by the Senate may apply to the Dean of the respective Faculty to transfer the credits previously earned or obtain exemption from taking certain courses in the programme of study.

(2) Subject to Regulations 7.1 (1), Student may apply to the Dean of PPS for the exemption of Research Methodology and Data Analysis courses.

(3) Courses sought for credit transfer or exemption shall meet the following conditions:
   (a) the courses are similar and equivalent to the corresponding courses in the current programme of study offered at the Faculty or PPS.
   (b) subject to Regulations 7.1 (3)(a), the courses shall obtain a minimum grade of B.
   (c) the courses were taken not more than five (5) years from the date of registration to the University.
   (d) the maximum number of credits allowable does not exceed 30% of the total credits in the current programme.
   (e) courses at undergraduate level are not eligible for credit transfer or exemption at graduate levels.

(4) Application shall be made to the Dean of the respective Faculty or PPS within ten (10) weeks of the first semester of the first year of candidature. Prior to obtaining the approval, Student shall attend the course and is subjected to various course assessments and examinations.

(5) The approved credit transfer and exemption shall be added to the programme’s degree conferment requirement that will result into the Student taking fewer courses.

7.2 Add/Drop Courses

(1) Student may drop courses within ten (10) weeks and add courses within four (4) weeks of the semester subject to the minimum and maximum credit in Regulations 5.1(2) with approval of the Dean of the respective Faculty.

(2) Subject to Regulations 7.2 (1), Student may apply to the Dean of PPS to add or drop Research Methodology and Data Analysis courses.

7.3 Change of Thesis Language

(1) Student who has reasonable justification(s) may apply in writing to change his/her thesis language to the Dean of the respective Faculty for approval, subject to Regulations 3.4 and 15.6.
(2) Change of thesis language (English to Arabic or Arabic to English) is allowed only once during the candidature of which PPS will be notified thereafter.

7.4 Change of Thesis Title

(1) Student who has reasonable justification(s) may apply in writing to change his/her thesis title to the Dean of the respective Faculty. This application shall be limited to major changes in relation to any one or two of the following matters:
   (a) field of research;
   (b) scope of research; and/or
   (c) method of research.

(2) The application for change of thesis title shall be submitted to JKPSF for approval.

(3) Major change of thesis title is allowed once throughout the duration of study unless recommended by Supervisors, QT Committee or Viva-voce Committee.

7.5 Deferment of Study

(1) Student who has reasonable justification(s) may apply in writing to defer his/her study to the Dean of the respective Faculty for approval.

(2) Application shall be made to the Faculty within ten (10) weeks of the current semester.

(3) Sponsored Student shall obtain written approval from his/her sponsor before submitting the application.

(4) All fees and monies due to the University shall be paid in full and any item borrowed shall be returned before submitting the application.

(5) Deferment of study may be allowed for a period of not more than two (2) semesters consecutively. However, the application shall be submitted for each semester.

(6) The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has been granted deferment of study.

(7) The number of semester(s) deferred shall be taken into the calculation of minimum and maximum period of study as stated in Regulations 8.0, except for the following reasons:
   (a) due to prolonged illness which has been certified by a government medical officer or certified medical practitioner.
   (b) due to pregnancy for a period of six (6) months or more at the commencement date of the semester which has been certified by a government medical officer or certified medical practitioner.

(8) The deferment shall be effective from the date of the JKPSU's approval and the Student shall attend all courses and shall be subjected to various course assessments and examinations upon waiting for the approval.

(9) The charge of fees for the semester concerned shall be subject to Regulations 6.0 and 13.5 and shall be effective from the date of submission to the Faculty.
(10) Student with deferment of study status (TG) shall not be considered as a Student of the University and shall not be allowed to use any of the University's facilities except to seek advice on resumption of study.

7.6 Withdrawal from Study

(1) Student shall apply in writing to withdraw his/her study to the Dean of the respective Faculty for approval.

(2) Sponsored Student shall obtain written approval from his/her sponsor before submitting the application.

(3) All fees and monies due to the University shall be paid in full and any item borrowed shall be returned before submitting the application.

(4) In effect, he/she shall no longer be recognised as Student and all rights and privileges therein are withdrawn.

(5) The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has withdrawn from his/her study.

(6) Student may re-apply for admission to the University by submitting a new application subject to the University’s approval.

7.7 Change of Programme of Study

(1) Student may be allowed to change the programme of study, either within the same Faculty or to other Faculty within four (4) weeks of the current semester, latest by the maximum duration stipulated in Regulations 11.1.

(2) Student may be subjected to stipulation of charges imposed by the University and the charges shall be paid before the application is processed.

(3) The application shall be made in writing to the Dean of PPS through the respective Faculty for approval of the JKPSU and notify the Senate, subject to the following conditions:

(a) mixed-mode and/or research-mode Student shall submit a new research proposal and the Faculty shall appoint the appropriate Supervisors.

(b) sponsored Student shall obtain written approval from his/her sponsor before submitting the application.

(c) all fees, charges and monies due to the current programme shall be paid in full before submitting the application.

(4) Upon approval, the Student shall commence new programme of study and abide by the rules and regulations of the new programme.

(5) The Student may also be required to enrol and pass pre-requisite courses specified by the new Faculty.

(6) All fees, charges and monies for new programme will be imposed accordingly.

(7) The change of programme, after which has been approved, will be effective in the subsequent semester.
(8) The change of programme to research-mode, after which has been approved, will be effective, subject to Regulations 5.0 and 6.0.

8.0 DURATION OF STUDY

Student who pursues graduate studies shall be subjected to the following duration of study:

8.1 Duration for Postgraduate diploma

(1) The FT, PT and ODL study durations are as follows:

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>FT</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>PT</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>ODL</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

(2) Student may extend up to maximum duration without prior approval of the Senate.

8.2 Duration for Master's degree by Coursework-mode

(1) The FT, PT and ODL study durations are as follows:

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>FT</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PT</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>ODL</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

(2) Student may extend up to maximum duration without prior approval of the Senate.
8.3 Duration for Master’s degree by Mixed-mode

(1) FT, PT and ODL study durations are as follows:

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>FT</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PT</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>ODL</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

(2) Student may extend up to maximum duration without prior approval of the Senate.

8.4 Duration for Master’s degree by Research-mode

(1) FT, PT and ODL study durations are as follows:

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>FT</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>PT</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>ODL</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

(2) Student may extend up to maximum duration without prior approval of the Senate.

8.5 Duration for Ph.D. degree

(1) FT, PT and ODL study durations are as follows:

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Two-Semester System</th>
<th>Three-Semester System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min.</td>
<td>Max.</td>
</tr>
<tr>
<td>FT</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>PT</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>ODL</td>
<td>Subject to FT/PT</td>
<td>Subject to FT/PT</td>
</tr>
</tbody>
</table>

(2) Student may extend up to maximum duration without prior approval of the Senate.

8.6 Exemption from the Requirement of Minimum Study Period

(1) Student who is on mixed-mode, research-mode or admitted as a Transferred Student, may apply for exemption from the minimum study period provided that he/she has met the following requirements:

(a) showed excellent performance and has high potential to complete the dissertation/thesis before the stipulated period;
submitted an application in writing and upon recommendation by the Supervisor or Main Supervisor or Chairman of the Supervisory Committee; and

(c) fulfilled the graduation requirements as stipulated in Regulations 15.0.

(2) The application shall be made to the Faculty and shall be approved by JKPSU and endorsed by the Senate.

(3) Upon getting approval of the Senate, the Student may proceed to submit the thesis or dissertation for examinations subject to Regulations 12.0.

8.7 Extension Beyond Maximum Study Period

(1) Student shall apply in writing for the extension beyond the maximum study duration within four (4) weeks of the maximum semester in Regulations 8.1, 8.2, 8.3, 8.4 and 8.5.

(2) Application shall be made through respective Faculty for the approval of the Dean of PPS and the endorsement of the JKPSU and Senate by stating the reasons for the extension.

(3) Sponsored Student shall obtain written approval from his/her sponsor before submitting the application.

(4) Student may be subjected to stipulation of charges imposed by the University and the charges shall be paid before the application is processed.

(5) The maximum period of extension is one (1) semester for Master’s Student and two (2) semesters for Ph.D. Student.

(6) Upon getting approval of the Senate, Student may proceed with the study and submit the thesis/dissertation for viva-voce subject to Regulations 12.3.

(7) The University reserves the rights to accept or reject the application.

(8) Once accepted, the extension shall be effective in the subsequent semester.

(9) Student who has reached the end of the maximum period of study shall be deemed as Fail and Terminated (GDB) status from the University.

(10) The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has withdrawn from his/her study.

8.8 Residential Requirement

Student shall fulfil the following residential requirement as a part of graduation requirements:

(1) FT and PT Student shall be present in the campus or the University’s off-shore campus throughout the study period;

(2) ODL Student is expected to be present in the campus or University’s off-shore campus for at least 30 days cumulatively throughout the study period. The attendance is based on academic activities including orientations.
9.0 CONVERSION FROM MASTER’S DEGREE TO PH.D. DEGREE PROGRAMME

Student who has fulfilled the conditions stipulated in Regulations 9.1 may apply for conversion from a Master’s degree (by research-mode or mixed-mode) to Ph.D. degree programme. Successful Student is required to comply with all requirements of the Ph.D. degree as set out in these Regulations.

9.1 Provisions for Conversion to Ph.D. Programme

(1) Student shall fulfil the following conditions:
   (a) completed at least one (1) semester of the Master’s degree programme
   (b) in relation to mixed-mode Student:
       (i) attained a CGPA ≥ 3.67 for the coursework;
       (ii) the initial research proposal has been approved by the Faculty;
       (iii) showed an excellent progress in research; and
       (iv) recommended by the Supervisor.
   (c) in relation to research-mode Student:
       (i) passed Research Methodology and Data Analysis courses;
       (ii) passed QT;
       (iii) achieved excellent grades in the progress report throughout the duration of study at the end of semester; and
       (iv) recommended by the Supervisor.
   (d) published or showed proof of acceptance for publication of a part of the research done, either as an article in a refereed journal or its equivalent.

9.2 Application for Conversion to Ph.D. Programme

(1) A written application shall be submitted to the Faculty together with an extended research proposal that fulfilled Ph.D. requirements.

(2) Upon receipt of the application, the Faculty shall establish a Ph.D. Degree Conversion Committee (Jawatankuasa Penukaran Ijazah Doktor Falsafah – JKPID), comprising of the existing members of the QT committee or a newly-appointed committee with a minimum of three (3) members as follows:
   (a) Dean of the Faculty or representative as the Chairman; and
   (b) at least two (2) members from the Faculty or other faculties / universities, excluding the existing supervisory members.

(3) The JKPID shall be responsible to:
   (a) evaluate the extent to which the research has progressed and the quality of works produced;
   (b) examine the appropriateness of the proposal for a Ph.D. programme via QT presided by JKPID;
(c) submit through the Faculty a comprehensive report to PPS to be presented to JKPSU for approval and the Senate for consent.

(4) Upon approval of the conversion, the Student shall proceed with the study and be subjected to the rules and regulations as stipulated for the Ph.D. programme of study.

(5) Sponsored Student shall obtain written approval from the sponsor before submitting the application.

10.0 SUPERVISION OF RESEARCH STUDENT

Student who pursues the graduate studies by mixed-mode or by research-mode shall be supervised by any one of the following types of supervision:

(a) sole supervision, supervised by a Supervisor; or
(b) joint supervision, supervised by a Main Supervisor and a Co–Supervisor; or
(c) Supervisory Committee, supervised by the Chairman and Members of Supervisory Committee. The committee may consist of two (2) to three (3) members, one (1) of whom can be from other universities.

10.1 Roles, Duties and Responsibilities of Supervisors

The Supervisor, Main Supervisor, co-Supervisor, Chairman of the Supervisory Committee and the committee members shall be informed of their duties and responsibilities upon appointment which include:

(a) assisting and guiding the Student to prepare the research proposal;
(b) assisting and guiding the Student in the research;
(c) guiding the writing of proposal and thesis or dissertation according to the University's required format, language and style;
(d) reminding the Student on the rules, regulations and ethics while the Student remains registered in the University;
(e) overseeing and monitoring the performance of the Student, and providing the progress report at every end of the semester throughout the period of study;
(f) keeping records of all the formal meetings and communications with the Student;
(g) the Main Supervisor or the Chairman of Supervisory Committee shall bear the primary duty and responsibility for overseeing the overall coordinating of the supervision and reporting on performance of the Student and providing the progress report at every end of the semester throughout the period of study; and
(h) Other such duties and responsibilities which may be assigned by the University from time to time.
10.2 Appointment of Supervisor or Co-Supervisor or Chairman of the Supervisory Committee

(1) Supervisors shall be appointed by the Dean of PPS, on the recommendation of the Dean of Faculty and approval of the JKPSU subject to Regulations 10.0.

(2) The Supervisor, Main Supervisor and Chairman of Supervisory Committee shall be among the serving academic members of the University.

(3) The Co-Supervisor and Members of the Supervisory Committee, may be appointed either from amongst the serving academic members of the University, or any qualified individual from other institutions or those who are being seconded to other institutions, or have retired or resigned from the University or other institutions.

10.3 Change of Supervision and Supervisors

(1) Should for any reasons, any of the Supervisors in Regulations 10.0 (a), (b), and (c) are incapable of carrying out the supervisory duties and responsibilities, the Dean of PPS shall appoint a substitute based on the recommendation of the Dean of the Faculty.

(2) If needs arise, the Student may apply to change any of the Supervisors in Regulations 10.0 (a), (b), and (c) that have been assigned, subject to endorsement by the respective Faculty and approval of JKPSU. JKPSU has the rights to accept or reject the application.

(3) Application to change the Supervisor(s) or Supervisor’s roles shall be made within the tenth (10) week of the current semester.

(4) Application shall be submitted to the Dean of PPS through the respective Faculty for deliberation and approval, not later than two (2) semesters after the appointment of the Supervisor or the co–Supervisor or any member of the Supervisory Committee.

10.4 Progress Report

Supervisor or Main Supervisor or Chairman of the Supervisory Committee shall be required to submit an online progress report at the end of each semester.

(a) the report shall be presented at the respective JKPSF before submitting to PPS.

(b) failure to submit the report within the stipulated time will result in the Student being given an LBS status as stipulated in Regulations 13.2.

(c) Student may be imposed of charges for each request to re-open the online access and shall be paid before the application is processed.
11.0 QUALIFYING TEST (QT) FOR RESEARCH-MODE AND MIXED-MODE PROGRAMMES

(1) Research-mode or mixed-mode Student is required to obtain approval to sit for QT from the Dean of the respective Faculty with the consent of Supervisor or Main Supervisor and Chairman of Supervisory Committee within the stipulated time in Regulations 11.1.

(2) Student is required to pass the QT in order to continue to the next level of his/her study.

(3) ODL Student shall follow similar procedure mentioned in (1) and (2) above and the supervisory meeting may be conducted via teleconference.

(4) Student shall pass all required courses before being allowed to sit for the QT.

11.1 Time Period for Proposal Approval

(1) Student who pursues graduate study on a FT basis is required to sit for QT within the time period, as follows:

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>Last Date to Sit for QT</th>
<th>Last Date to Repeat QT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree by mixed-mode</td>
<td>Semester I</td>
<td>Immediate (within 2 months from the date of 1st QT)</td>
</tr>
<tr>
<td>Master's degree by research-mode</td>
<td>Semester II</td>
<td>Semester III</td>
</tr>
<tr>
<td>Ph.D. degree</td>
<td>Semester III</td>
<td>Semester IV</td>
</tr>
</tbody>
</table>

(2) Student who pursues graduate study on a PT basis is required to sit for QT within the time period, as follows:

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>Last Date to Sit for QT</th>
<th>Last Date for Repeat QT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree by Mixed-Mode</td>
<td>Semester II</td>
<td>Semester III</td>
</tr>
<tr>
<td>Master's degree by research-mode</td>
<td>Semester III</td>
<td>Semester IV</td>
</tr>
<tr>
<td>Ph.D. degree</td>
<td>Semester IV</td>
<td>Semester V</td>
</tr>
</tbody>
</table>

11.2 Appointment of QT Committee and Conduct of QT

(1) The respective Dean of Faculty shall appoint a QT Committee and convene the QT, upon receipt of the application for the QT not later than one (1) month after the Student has passed Research Methodology and Data Analysis courses.
(2) The QT Committee shall consist of at least three (3) members including a Chairman to administer the test. The Committee shall be appointed from qualified individuals by the Dean of the Faculty based on their expertise, as follows:

(a) Dean of the respective Faculty or representative as the Chairman; and
(b) at least two (2) members from the University or other universities, excluding the Supervisor.

(3) The QT for ODL Student may be conducted via teleconference.

(4) The Committee shall announce the results of the QT to the Student within the same day of the meeting.

(5) The decision of the QT Committee shall be final and no review shall be entertained.

11.3 Repeat of QT

(1) Student who failed QT may be allowed to repeat the test once within the additional time in Regulations 11.1.

(2) Upon failing the QT for the second time, the Student shall be given Fail and Terminated (GDB) status.

11.4 Report of QT Result and Corrections

(1) The Chairman of the Committee shall prepare a report on the QT in a specified format, which will then be submitted to the Dean of the Faculty for endorsement. The report shall be signed by all the members of the QT Committee.

(2) The Faculty shall submit the results of the QT together with the QT Committee report not later than two (2) weeks after the QT to PPS for documentation purposes.

(3) The result of the QT shall be either one of the following:

(a) accepted and recommended to candidacy; or
(b) conditional acceptance subject to minor corrections; or
(c) conditional acceptance subject to major corrections; or
(d) rejected and not recommended to proceed of which the Student will be subjected to repeat the QT.

(4) Corrections may be construed as modifications, amendments, rectifications, addition or deletion of any parts of the proposal including the content, data, format, bibliography, language or writing style.

(5) Student will be allowed to resubmit the proposal of not more than one (1) month (minor correction) or one (1) semester (major correction).

(a) For minor correction, the corrected proposal shall be examined by all Supervisors.

(b) For major correction, the corrected proposal shall be examined by all Supervisors and at least a QT member.

(6) Upon recommendation of the Supervisor or QT member, the corrected proposal
shall be submitted to the Dean of Faculty for endorsement and documentation.

(7) Student who fails to resubmit the corrected proposal within the stipulated time period shall be deemed fail. The Student shall be allowed to repeat the QT.

(8) The Student may request for additional time for correction, subject to the recommendation of the Supervisor and the approval by the Dean of the Faculty. The Dean of Faculty reserves the right to approve or reject the application. The Faculty shall inform PPS on its recommendation.

PART D: EXAMINATIONS

12.0 THESIS OR DISSERTATION

A thesis or dissertation shall be written in Arabic or English. The abstract of the thesis shall be written in Bahasa Malaysia, English and Arabic.

12.1 Length of Dissertation and Thesis

(1) Master’s degree by mixed-mode - Student is required to conduct research and write a dissertation as partial fulfillment of graduation requirement of not more than 45,000 words (the total number of words excludes footnotes, excerpts, appendices, formulas, tables, diagrams, bibliographies, etc.).

(2) Master’s degree by research-mode - Student is required to conduct research and write a dissertation as partial fulfillment of graduation of not more than 60,000 words (the total number of words excludes footnotes, excerpts, appendices, formulas, tables, diagrams, bibliographies, etc.).

(3) Ph.D. degree – Student is required to conduct research and write a thesis as partial fulfillment of graduation requirement of not more than 100,000 words (The total number of words excludes footnotes, excerpts, appendices, formulas, tables, diagrams, bibliographies, etc.).

12.2 Approval for Length of Thesis or Dissertation Beyond the Limit

Student who wishes to write thesis or dissertation beyond the stipulated limit in Regulations 12.1 shall obtain an approval from the JKPSU. Application for the approval shall be forwarded to the Dean of PPS through the respective Faculty for JKPSU’s approval not less than three (3) months prior to the submission of thesis examination.

12.3 Preparation and Submission of Thesis or Dissertation for Examination

(1) Thesis shall be prepared according to USIM’s Handbook on Academic Writing.

(2) Subject to Regulations 13.0, Student who is under research-mode shall notify PPS through the respective Faculty of his/her intention to submit the thesis for
examination using prescribed form in not less than three (3) months from the date of thesis submission.

(3) Subject to Regulations 13.0, Student who is under mixed-mode shall notify respective Faculty of his/her intention to submit the dissertation for examination in not less than two (2) months from the date of dissertation submission.

(4) Student shall obtain approval from all Supervisors together with endorsement from the Dean of Faculty before submitting the thesis or dissertation for examination.

(5) Supervisors have the right to refuse thesis submission by giving reasonable and detailed explanation to the Dean of Faculty. The Dean of Faculty shall then decide whether the thesis or dissertation is ready for submission or otherwise; and shall proceed accordingly.

(6) For research-mode Student, failing to submit the thesis or dissertation immediately after three (3) months from the date of form submission to PPS by the respective Faculty, Student will be given up to eight (8) weeks with penalty.

(7) Failing to fulfill Regulations 12.3 (6), the application will be revoked. In such cases, Student needs to resubmit his/her application to PPS through the respective Faculty.

(8) Student shall comply with the duration of study as stipulated in Regulations 8.0. Student who does not complete his/her study within the stipulated time period will be terminated.

12.4 Ownership of Intellectual Property of Thesis or Dissertation

(1) The University acknowledges the Student’s ownership of copyright to the thesis or dissertation being submitted. However, whenever the Student submit the thesis or dissertation to fulfil the programme and graduation requirements, the Student shall be subjected to the following:

   (a) where the thesis or dissertation contains intellectual property domains such as patent or trademark or copyright to the materials, ideas or other that the University deems beneficial, then the University shall have the right on the ownership of the thesis or dissertation.

   (b) where the thesis or dissertation contains data, models or tangible or intangible output, then the Student’s copyright may only extend to the form of expression of the data, models or output in the document. Ownership of the research data, the database, models or output shall remain as the property of the University.

(2) The physical document and/or device on which the Student’s authored work was recorded or stored or printed and submitted to the University such as the thesis or dissertation document, the examination scripts, term papers, project works, models, drawings, case studies, CDs, DVDs, tapes, etc., will become the property of the University unless returned to the Student by the University and the University owns the rights to utilize them as it seems fit.

(3) The ownership of the intellectual property shall also extend to the policy document on intellectual property officially approved by the University.
13.0 ASSESSMENTS AND EXAMINATIONS

13.1 Student Assessment

(1) Student will be assessed based on the grades and performance of all the courses taken.

(2) The criteria for assessment and grades given will be based on the following components:
   
   (a) continuous assessment that emphasises on the soft-skill domain which may include tutorials, laboratory work, class participations, assignments, project reports, field works, presentations, practicum and others;

   (b) final examinations in the form of written responses to questions, case studies or others either by way of sit-in, take-home or online.

(3) In relation to Postgraduate diploma, the percentage of continuous assessment component shall be between 40% and 60% of the total assessment of the course.

(4) In relation to other programme of studies, the percentage of continuous assessment component shall not be less than 60% of the total assessment of the course.

(5) The marks and grades are as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grades</th>
<th>Points</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 – 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 – 79</td>
<td>A-</td>
<td>3.75</td>
<td>Credit</td>
</tr>
<tr>
<td>70 – 74</td>
<td>B+</td>
<td>3.50</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>65 – 69</td>
<td>B</td>
<td>3.00</td>
<td>Pass</td>
</tr>
<tr>
<td>60 – 64</td>
<td>B-</td>
<td>2.75</td>
<td>Weak Pass</td>
</tr>
<tr>
<td>55 – 59</td>
<td>C+</td>
<td>2.50</td>
<td>Fail</td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td>Fail</td>
</tr>
<tr>
<td>0 – 49</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>

(6) The following grades are given and recorded in the transcript but will not be included in the calculation of GPA or CGPA:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>-</td>
<td>A Fail for Pass/Fail course</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
<td>A Pass for Pass/Fail course</td>
</tr>
<tr>
<td>R</td>
<td>-</td>
<td>Repeat course</td>
</tr>
<tr>
<td>TH</td>
<td>-</td>
<td>Absent from final examination without permission</td>
</tr>
<tr>
<td>TP</td>
<td>-</td>
<td>Absent from final examination with permission</td>
</tr>
<tr>
<td>TL</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>U</td>
<td>-</td>
<td>Audit</td>
</tr>
</tbody>
</table>

(7) The minimum passing grade for a course is B-.

(8) Student who obtains a B- grade may repeat the courses whereas those who obtains C+ and lower grade, shall repeat the courses. In this case, the higher grade shall be recorded and taken for calculating the grade point average (GPA) and its cumulative
(CGPA). The redundant grade shall be denoted with “R”.

(9) The GPA is calculated as follows:

\[
GPA = \frac{\sum_{i=1}^{n}(Vi \times Ci)}{\sum_{i=1}^{n} Ci}
\]

Where,
- \( V \) = Value Points for course \( i \)
- \( C \) = Credit Hours for course \( i \)
- \( i \) = Number of courses taken in the semester

(10) Subject to Regulations 15.0, coursework-mode or mixed-mode Student shall attain a minimum CGPA of 3.00 in the final semester and a Pass for research-mode Student in order to be eligible for graduation (LDI), which shall be verified by the Faculty. Student who does not fulfil the entire requirement shall not be eligible for graduation (TDI).

(11) The status of a Student shall be determined as follows:

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA ≥ 3.00</td>
<td>Pass and continue studies (LTP)</td>
</tr>
<tr>
<td>2.50 ≤ CGPA &lt; 3.00</td>
<td>Conditional pass (LBS)</td>
</tr>
<tr>
<td>CGPA &lt; 2.50</td>
<td>Fail and Terminated (GDB)</td>
</tr>
</tbody>
</table>

(12) Student who attains an LBS status twice consecutively shall be given GDB status.

(13) Coursework-mode or mixed-mode Student who fails to submit his/her final project/dissertation respectively within the stipulated time shall be given incomplete (TL) status and is required to submit within two (2) weeks after the beginning of the following semester. If the Student fails to do so, he/she shall be given an F (Fail) grade.

(14) Mixed-mode Student shall be assessed based on the QT under Regulations 11.0 and Dissertation under Regulations 13.4.

(15) Research-mode Student shall be assessed based on QT under Regulations 11.0, Progress Report under Regulations 13.2 and Thesis or Dissertation Examination under Regulations 13.4.
13.2 Assessment of Student’s Research Progress Report

(1) Student shall be assessed based on the following criteria:
   (a) Output and quality of research; and
   (b) Attributes of the Student in the study.

(2) The status of a Student shall be determined as follows:

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks ( \geq 65 )</td>
<td>Pass and continue studies (LTP)</td>
</tr>
<tr>
<td>60.00 ( \leq ) Marks &lt; 65.00</td>
<td>Conditional Pass (LBS)</td>
</tr>
<tr>
<td>Marks &lt; 60.00</td>
<td>Fail and Terminated (GDB)</td>
</tr>
</tbody>
</table>

13.3 Examination of Courses, Re-sit and Appeal of Examination Results

(1) The lecturer shall assess the Student’s performance via continuous assessment and final examination.

(2) In relation to final examination, examination slips are required for admission into the examination hall.

(3) All PT or FT Student shall be required to attend at least 80% of all lectures, tutorials, seminars, laboratory works and other forms of assessment of the course in order to qualify to sit for the final examination. Failure to meet the attendance requirement will result in the Student being barred from sitting the final examination.

(4) ODL Student is required to fulfil at least 80% of synchronous tasks that have been assigned in order to qualify to sit for the final examinations. Failure to meet this requirement will result in the Student being barred from sitting the final examination.

(5) Examination entry slips may be obtained from the Student portal after completing the e-Nilai forms and also fulfilling the attendance and financial requirements.

(6) It is the responsibility of the Student to comply with and be present at the examination hall or any specified venue during the stipulated time, date and place of the examination.

(7) Student who is barred or absent from final examination without approval, irrespective of the carry marks for the continuous assessment will be given F (Fail) grade and deemed to have failed the course.

(8) Student who is unable to sit for final examination due to illness is required to immediately notify PPS in writing with supporting Medical Certificates from a recognised hospital or clinic. A replacement examination will be conducted not later than the second (2\textsuperscript{nd}) week of the following semester.

(9) Final semester Student who fails the final examination for only one course shall be allowed to re-sit the examination once only. The Student shall then repeat the course if he/she failed the examination.
Student may submit an appeal claim for examination result of any course not later than two (2) weeks after the commencement of the following semester. A written appeal shall be submitted to PPS through the respective Faculty and processing fee may be charged for each course.

The appeal shall be scrutinised by a committee set up by the Dean of the respective Faculty. The committee shall comprise of at least three (3) members including the Dean of the respective Faculty as Chairman. The other members shall be appointed amongst the Faculty, one of which shall be the lecturer who conducts the course.

The result of the appeal shall be presented to JKPSU and endorsed by the Senate. The result is final and no further appeal shall be entertained.

13.4 Examination of Thesis or Dissertation

A soft-bound thesis submitted for partial fulfilment of a degree shall be examined by the Internal and External examiners and the Viva-voce Committee subject to Regulations 13.7.

The examiners shall be given a maximum of six (6) weeks to complete the examination and submit a written thesis or dissertation evaluation report.

The examiners may request for a maximum extension of two (2) weeks to complete the examination and submit a written thesis or dissertation evaluation report.

Where the examiner fails to complete the examination within the stipulated time, his/her appointment shall will be terminated and no honorarium shall be paid.

The results of the written thesis examination shall be either one of the followings:

(a) accepted without corrections; or
(b) conditional acceptance subject to minor corrections; or
(c) conditional acceptance subject to major corrections; or
(d) rejected and fail.

Corrections may be construed as modifications, amendments, rectifications, addition or deletion of any parts of the thesis/dissertation including the content, data, format, language or writing style.

The thesis/dissertation shall receive acceptance from at least one examiner in order to proceed with viva-voce.

The evaluation of the examiners is final and no review shall be entertained.

The Viva-voce Committee shall convene not later than one (1) month after receipt of thesis evaluation reports from all of the examiners.

Student shall be required to maintain his/her status as a Student and shall be given Waiting for Viva-voce (MUL) status until all processes of thesis evaluations including viva-voce, corrections and submission of hard-bound thesis are completed.
13.5 Payment of Fees for Student Who Has Submitted Soft-bound Thesis/Dissertation

(1) Subject to Regulations 13.4 (10), Student who has submitted soft-bound thesis shall not pay tuition fees for the subsequent semester whilst waiting for viva-voce. The Student, however, shall pay other fees and charges which is non-refundable.

(2) Student shall be charged all fees and charges for the current semester in which the submission is based on the following calculation:
   (a) before the end of fifth (5th) week 50% of the paid tuition fee shall be refunded.
   (b) between the fifth (5th) and eighth (8th) week of the semester, 25% of the paid tuition fee shall be refunded;
   (c) after the end of eighth (8th) week of the semester, there shall be no refund for the fees paid.

13.6 Appointment of Examiners

(1) PPS shall present the names of examiners nominated by the respective Faculty to JKPSU for approval and Senate for endorsement.

(2) The Faculty shall ensure that the proposed examiners are aware and willing to be nominated.

(3) The Dean of PPS shall appoint in writing the external and the internal examiners.

(4) The number of examiners shall be as follows:
   (a) the master’s thesis shall be examined by at least two (2) examiners, one of whom shall be an external examiner;
   (b) the Ph.D. thesis shall be examined by at least three (3) examiners, two of whom are external examiners; or
   (c) subject to any changes by regulatory bodies.

13.7 Viva-voce

(1) Student shall defend his/her thesis or dissertation before the Viva-voce Committee subject to Regulations 13.4. The Dean of PPS shall appoint the Chairman of the Committee based on the recommendation of the Dean of the Faculty.

(2) Membership of the Viva-voce Committee shall consist of:
   (a) Chairman –The University’s academic staff who has invaluable experience and expertise from other Faculties;
   (b) Internal Examiner;
   (c) External Examiner(s); and
   (d) Dean or Representative of the respective Faculty.

(3) Attendance of each member of the Viva-voce Committee shall be compulsory.

(4) Supervisor or Main Supervisor or Chairman of the Supervisory Committee of the Student may be present as an observer during the viva-voce

(5) Upon completion of the viva-voce, the Committee shall decide on the results of the examination.
(6) The Chairman of the Committee shall prepare a *viva-voce* report and duly signed by all members.

(7) The results shall be announced not later than one (1) week after the *viva-voce* and shall be either in one of the followings:

(a) recommended for acceptance without corrections;
(b) conditional acceptance subject to minor corrections;
(c) conditional acceptance subject to major corrections; or
(d) rejected and the candidate is deemed to have failed.

(8) Corrections may be construed as modifications, amendments, rectifications, addition or deletion of any parts of the proposal including the content, data, format, bibliography, language or writing style.

(9) Subject to Regulations 13.7 (7) (c), the Committee may determine whether the thesis shall be resubmitted to repeat *viva-voce*, of which some charges shall be imposed.

(10) Subsequent *viva-voce* shall be conducted within twelve (12) months.

(11) The decision of the *Viva-voce* Committee is final and no review shall be entertained.

14.0 SUBMISSION OF HARD-BOUND THESIS OR DISSERTATION

14.1 Submission of Thesis or Dissertation of Full Acceptance (Without Correction)

Student whose thesis/dissertation has been recommended for acceptance in Regulations 13.7 (7) (a) may proceed to submit the thesis/dissertation in Regulations 14.3.

14.2 Submission of Thesis or Dissertation With Conditional Acceptance (After Corrections)

(1) Where a thesis or dissertation has been subjected to conditional acceptance in Regulations 13.7 (7) (b) and 13.7 (7) (c), the Supervisor shall ensure that:

(a) the corrections are made in accordance to the comments of *Viva-voce* Committee reports.

(b) the corrected thesis has been endorsed by the members stipulated by *Viva-voce* Committee.

(c) the submission of thesis is completed within the time limit stipulated by the *Viva-voce* Committee of not more than three (3) months for minor correction and six (6) months for major correction.

(2) Failure to comply with these requirements, the Student shall be deemed as GDB.

(3) The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has been terminated.
14.3 Submission of Hard-Bound Thesis/Dissertation

Subject to the rules in Regulations 14.1 and 14.2, Student who has fulfilled all the thesis/dissertation examination requirements shall fulfil the submission requirement for the purpose of graduation

(a) five (5) hardbound copies; and
(b) two (2) copies of CD.

14.4 Extension of Time for Submission

(1) Student may apply for an extension of time for thesis or dissertation submission of a maximum of six (6) months. The application shall be submitted to PPS in writing at least one (1) month before expiry of the given submission period.

(2) Student who is unable to submit within stipulated extension period shall be deemed as GDB.

(3) The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has been terminated.

PART E: GRADUATION

15.0 GRADUATION REQUIREMENTS AND CONFERMENT OF DEGREE

A Postgraduate diploma, Master’s degree or Ph.D. degree may be conferred to a Student who has fulfilled the entire requirements of the respective programme of study.

15.1 Graduation Requirements of Postgraduate Diploma

(1) Passed all courses required by the Faculty that may include compulsory, core, elective or pre-requisite courses;

(2) Passed the English language requirements;

(3) Passed the Arabic language requirements;

(4) Attained a minimum CGPA of 3.00 subject to the calculation in Regulations 13.0;

(5) Passed the final semester; and

(6) Subject to any additional requirements by the Senate or other regulatory bodies.

15.2 Graduation Requirements of Master's Degree by Coursework

(1) Passed all courses required by the Faculty, including compulsory, core, elective or pre-requisite courses;

(2) Passed the English language requirements;

(3) Passed the Arabic language requirements;

(4) Attained a minimum CGPA of 3.00 subject to the calculation in Regulations 13.0;
5. Passed the final semester; and
6. Subject to any additional requirements by the Senate or other regulatory bodies.

15.3 Graduation Requirements of Master's Degree by Mixed-Mode

1. Passed all required courses specified by the Faculty, including compulsory, core, elective or pre-requisite courses.
2. Passed the English language requirements.
3. Passed the Arabic language requirements.
4. Attained a minimum CGPA of 3.00 for all the courses specified by the Faculty.
5. Passed the written and viva-voce of the dissertation.
6. Have presented at least one (1) paper in recognised conference or seminar.
7. Have lodged the hardbound and CD copies of the dissertation.
8. Subject to any additional requirements by the Senate or other regulatory bodies.

15.4 Graduation Requirements of Master's Degree by Research

1. Passed Research Methodology and Data Analysis courses and attained at least grade B for each of the courses;
2. Passed all courses required by the Faculty including pre-requisites courses;
3. Passed the English language requirements;
4. Passed the Arabic language requirements;
5. Attained a minimum CGPA of 3.00 for all the courses required by the Faculty;
6. Passed the QT;
7. Has published at least one (1) paper in a refereed journal, recognised by the University.
8. Has presented at least one (1) paper in a recognised conference or seminar.
10. Lodged the hard-bound and the CD copies of the thesis.
11. Subject to any additional requirements by the Senate or other regulatory bodies.

15.5 Graduation Requirements of Ph.D. Degree

1. Passed the compulsory courses in Research Methodology and Data Analysis and attained at least grade B for each of the courses.
2. Passed all required courses specified by the Faculty that may include pre-requisite courses.
3. Passed the English language requirements.
(4) Passed the Arabic language requirements.
(5) Attained a minimum CGPA of 3.00 for all the courses specified by the Faculty.
(6) Passed the QT.
(7) Have published at least one (1) paper in a refereed journal, recognised by the University.
(8) Have presented at least two (2) papers in a recognised conferences or seminars.
(9) Passed the thesis examination and viva-voce.
(10) Lodged the hard-bound and the CD copies of the thesis.
(11) Subject to any additional requirements by the Senate or other regulatory bodies.

15.6 Arabic Language Proficiency Requirements

(1) Student shall show evidence of proficiency in Arabic language, based on the following criteria:
   (a) graduated from institutions that use Arabic as sole medium of instructions,
       or
   (b) native speaker of Arabic, as set out in the Guidelines,
       or
   (c) passed the University Arabic Proficiency Test (UAPT) conducted by the University.

(2) Student who does not fulfil the requirements in Regulations 15.6 (1) shall register, attend and pass the Arabic course(s) conducted by the University.

15.7 Settlement of Monies Due

(1) Notwithstanding the requirements in Regulations 15.1, 15.2, 15.3, 15.4 and 15.5, the Student shall fulfil the followings:
   (a) has been recommended for degree conferment by the JKPSF, or the Viva-voce Committee or JKPSU and endorsed by the Senate; and
   (b) has paid all stipulated payments and monies due to the University and has returned all the borrowed properties from the University.

(2) International Student shall submit application to Dean of PPS in order to claim his/her personal bond subject to Regulations 15.7 (1).

15.8 Termination of Visa for Graduating International Student

The Immigration Department will be notified by USIM ‘Alamiyyah to cancel the visa of the international Student who has graduated.
PART F: GENERAL

16.0 TERMINATION OF STUDENT

The Student shall be terminated on any of the following grounds:

(1) Failure to register in two consecutive semesters.
(2) Failed to submit progress report in two (2) consecutive semesters.
(3) Unable to complete the studies within specified period in Regulations 8.0.
(4) Attained a Fail and Terminated (GDB) status in Regulations 13.0.
(5) Obtained a Conditional Pass (LBS) status twice consecutively.
(6) The Student’s performance is found to be unsatisfactory or for any other reasons deemed appropriate by the Senate.
(7) Found guilty under the law of the country.
(8) Found guilty of disciplinary causes and result in dismissal from the University.
(9) Provided false or misguided information in the credentials during application for admission.

17.0 GENERAL INFORMATION

(1) The University's Senate reserves the right to take any action it deems proper if where the Student is found to have given false information to gain entry into the programme offered.
(2) Any Student who is found guilty of plagiarism shall be subjected to dismissal or in the case of graduation; the degree conferred shall be revoked.
(3) Any Student involved in any gross misconduct and unethical behaviours that affect the good image of the University on its discretion may be punished leading to termination.
(4) Any appeal relating to the rules, regulations and schedule of the same rules and these Regulations made by any registered Student, shall be submitted to the Dean of PPS through his/her respective Supervisor or Main Supervisor or Chairman of Supervisory Committee and respective Faculty.
(5) The Dean of PPS shall present the appeal to JKPSU for deliberation and decision. The Dean of PPS may put forward the appeal to the Senate for the same purpose before informing the Student whenever necessary.
(6) Where any need for interpretation of these Regulations was made, it shall be referred to PPS.
(7) Where any official documents (including minutes of meeting, letters, notice, email) or practices is found to be inconsistent with these Regulations, the latter shall prevail.
(8) The Senate may exempt the enforcement of any part of these Regulations as it deems, fits, proper and just.