



**Handbook for  
Postgraduate Candidates**

# UCSI UNIVERSITY'S

## VISION AND MISSION

### **Vision**

To be an intellectually resilient praxis university renowned for its leadership in academic pursuits and engagement with the industry and community

### **Mission**

- To promote transformative education that empowers students from all walks of life to be successful individuals with integrity, professionalism and a desire to contribute to society
- To optimise relationships between industry and academia through the provision of quality education and unparalleled workplace exposure via Praxis Centres
- To spearhead innovation in teaching and learning excellence through unique delivery systems
- To foster a sustainable culture of research, value innovation and practice, in partnership with industries and society
- To operate ethically at the highest standards of efficiency, while instilling values of inclusiveness, to sustain the vision for future generations

# PREFACE

The Handbook for Postgraduate Candidates is designed to assist postgraduate candidates at the University to be familiar with its practices on matters relating to academic and general administration. Postgraduate candidates are advised to refer to the online version for the latest and updated Handbook. It is the candidates' responsibility to adhere to the rules and regulations stated in the Handbook, in adherence to the other policies and guidelines of UCSI University.

Responsibilities of the University:

- (a) To serve and provide you with a well-rounded education.
- (b) To safeguard and protect all your private information, documents and other personal details and that of your parents/guardians within the university. Such information should enjoy total confidentiality within and outside the university at all times. However, the university reserves the right to reveal the details or any part of them to the approved government authorities upon their request and in compliance with the law.
- (c) To seek continuous improvement and setting high attainable standards of education and services.
- (d) To deal with complaints promptly.

A postgraduate candidate is expected to demonstrate the following obligations and undertakings:

- (a) to understand and comply with all its rules, regulations<sup>1</sup>, procedures and guidelines as stated in the Handbook for Postgraduate Candidates, in adherence to the other policies and guidelines of UCSI University.
- (b) to behave and act in a responsible and orderly manner at all times and avoid engagement in actions which will disrupt the academic environment;
- (c) to use the facilities provided responsibly and not cause damage to the University's properties;
- (d) to attend all classes punctually and complete all assignments, class work and laboratory work as required;
- (e) to maintain regular contact with the respective Faculty / School / Institute, and duly notify them of any difficulties encountered and also to obtain the necessary advice;
- (f) to adhere to all deadlines set by the University and / or by lecturers;
- (g) to respond to reasonable requests from staff without any undue delay; and
- (h) to make full use of resources and support services provided.

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<sup>1</sup> Where latest government regulations and / or changes are enforced, the University is compelled to adhere to and execute such latest intervening rules without prior notice.

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# **ADMISSION AND REGISTRATION**

## **1. Introduction to the Office of Postgraduate Studies**

UCSI University takes pride in its establishment as one of the premier private institutions of higher education in Malaysia. The genesis and growth of postgraduate programmes supporting the needs of the postgraduate community can be traced back to the year 2005. The quest to provide quality postgraduate education of international standards was the impetus for the establishment of the Office of Postgraduate Studies (OPS) to enhance the efficiency and effectiveness of the management of postgraduate studies at UCSI University.

In the spirit of supportive fraternity, the Office provides the following support for the postgraduate learning community:

- (a) to coordinate the implementation of standard policies and guidelines, ensuring the quality of postgraduate programmes among faculties;
- (b) to promote best practices pertaining to the research, teaching and learning of postgraduate programme; and
- (c) to organize and coordinate activities for the welfare of postgraduate candidates specifically in the area related to their postgraduate studies.

The Office of Postgraduate Studies (OPS) continuously strives to create an integrated learning environment, premised on a global outlook and integration of knowledge with learning technologies which stimulate and encourage both intellectual and social exchange among postgraduate candidates and faculty members.

## **2. Admission**

All applicants are required to submit a duly completed online application form together with the relevant documents required. Admission to any programmes offered by UCSI University is subject to the meeting of the academic entry requirements and full submission of certified true copies of previous academic achievements, certificates and transcripts, 1 softcopy photograph (passport size, white background) for both Local and International candidates.

Malaysian candidates are required to submit a certified true copy of their identity card, while international candidates are required to submit one set of their passport (all pages including cover page) scanned in colour and saved in PDF format for visa application. Passports must be valid for more than 18 months at the time of application. Any other case would be subject to the requirements applicable at the point of application.

A successful applicant will be issued a Letter of Offer. The applicant would need to endorse his signature on Appendix 1 and is required to be submitted to Admission's Office. With this, the process of application is completed and the applicant will be informed of the orientation dates as stated in the Letter of Offer.

## 2.1 Master's and Doctoral Degree Programmes Structure

UCSI University offers the following structure of postgraduate programmes either on a full-time or part-time basis:

### (i) Master's and Doctoral Degree by Research

A candidate must conduct research under the supervision of the academic staff and submit a thesis for the fulfillment of the graduation requirements. In addition, he/she must register for and pass subject(s) as required by the respective Faculty / School / Institute.

### (ii) Master's Degree by Coursework, and Mixed Mode\*

- 1) Minimum credit for master's degree by coursework, and mixed mode is 40 credits.
- 2) For fulltime candidature, the conventional period is 1 year, whereas for part time candidature, the conventional period is 2 years.
- 3) Coursework component must include a course in research methodology.
- 4) The following requirements must be decided by the HEP:
  - a) Maximum period of candidature
  - b) Format of the research project / dissertation

### (iii) Master's Degree by Mixed Mode\*

\*Ratio of coursework to research is within the range of 50:50 or 40:60 or 30:70

### (iv) Doctoral Degree by Coursework and PhD by Mixed Mode\*

- 1) Minimum credit for doctoral degree by coursework and PhD by mixed mode is 80 credits.
- 2) For fulltime candidature, the conventional period is 3 years, whereas for part time candidature, the conventional period is 4 years. However, the HEP Senate may allow exemptions for outstanding students who completed their studies within a short period.
- 3) Coursework component must include a course in research methodology.

## 2.2 English Language Requirements

As the medium of instruction for all postgraduate programmes at UCSI University is the English Language, applicants should meet the required English requirement for admission.

As a reference, the general English requirements include IELTS, TOEFL or MUET.

Applicants must abide with each programme's English language competency requirement as the requirement varies from programme to programme.

## 3. Orientation

All new candidates are required to attend an Orientation to familiarize with the university's environment, the Faculties / Schools, the premises, academic and administrative systems, understand the rules and regulations and other essential procedures prior to the commencement of their academic classes. The Orientation serves to create awareness and provide guidelines on the various procedures and services available to candidates. It is also an opportunity to exchange information and develop new friendships

before the start of a hectic semester.

#### **4. Commencement of Classes**

For relevant programmes, candidates (new and existing) are required to attend the very first classes upon the opening of the semester to avoid missing important information that may affect the lessons for the whole semester. The timetable is usually placed at the following areas:

- (a) physical notice boards of the respective Faculties / Schools (hardcopy);
- (b) e-timetable online

Candidates are requested to view, check and be guided by the Academic Calendar available on UCSI University's website.

#### **5. Travelling during Semester and Examination**

While travelling is allowed during the semester breaks or weekends, you are not encouraged to travel during the semester indicated in the academic calendar. Requests for travel documents and letters from the RO will not be entertained. It is only on valid grounds or extenuating circumstances that you may apply for a deferment. If approved, you would need to return to your home.

Leisure travel and tour during the semester will inevitably affect the accumulation of component marks, if not the studies of a student.

#### **6. Deferment of Studies**

Deferment of Studies may be defined as the approved period of non-study requested by a student. The reasons for this request must be valid and acceptable before approval can be given. This is especially applicable to international students who are residing in Malaysia on student pass. The approved deferment must be accompanied with your confirmed air ticket to return to home country during the specific period of deferment.

You are strongly discouraged to defer your studies on tolerable grounds, as it will prolong your length of studies. **The norm allowable deferment period at any one time is one (1) semester.** In the case of students undergoing the English Enrichment Programme, the norm allowable deferment period at any one time is one (1) level/calendar month. Requests for subsequent deferment of semester are unlikely to be granted but may be considered on a case-by-case basis, depending on the circumstances. **Absence for two (2) semesters or eight (8) months (whichever is longer) without notification will result in automatic termination of your studies.** If you wish to continue with the programme, you need to re-apply as a new student.

##### **6.1 Procedure for Deferment**

The request for deferment must be accompanied by a duly completed **Deferment Form**, and a confirmed air ticket indicating your departure date (for an international student). You must seek approval from the relevant Centres/Faculties/Institutes/Schools as stated in the form before submitting the duly completed



form to the RO. In the event the deferment is on medical grounds, supporting documents from the respective medical centre is required.

The deadline for a deferment request is stipulated in the academic calendar. The request for deferment should be made and finalized by the stipulated deadline.

## **6.2 Fees in Deferment Cases**

When approval is granted for a deferment request made for the following semester, the tuition fees payable for the deferred semester will be exempted. However, if the deferment is for the existing active semester, the fees will be ascertained by the Group Finance Office and the rules governing the deferment.

## **7. Transfer of Programme**

A transfer of programme is defined as a switch from an existing programme of study to a new programme, effective in the next new semester.

### **7.1 Eligibility and Procedure**

To initiate a transfer of programme, you must possess the following:

- (a) Full acceptance into an existing programme
- (b) Meeting of the entry requirements of the programme intended to transfer to
- (c) Approval from the Dean of the accepting Faculty
- (d) Approval from the Dean of the departing Faculty
- (e) Approval from the RO
- (f) Approval from the VPU/IO for student visa purposes (International Students)
- (g) Approval from the GFO and the payment of the programme transfer fee of \*RM150.

\*The University reserves the right to change the amount from time to time without prior notice.

The duly completed **Programme Transfer Form** is to be submitted to the RO by the stipulated deadline as published in the Academic Calendar (with approvals from the Centres/Faculties/Institutes/Schools required).

In any case, the transfer cannot take effect immediately unless the transfer was promptly completed at the end of the semester, after the final examination. A sponsored student (especially by governments) is required to obtain prior approval from the sponsoring agency before the transfer request is considered. As and when government new regulations and/or changes are enforced, the University is compelled to adhere to and execute such latest intervening rules without prior notice.

### **7.2 Procedure for Transfer**

The Programme Transfer Form needs to be completed and submitted after approving signatures have been obtained by the candidate from the respective authorities as listed above. In any case, the transfer cannot take effect immediately unless the transfer was promptly completed at the end of the semester, after the final examination. Sponsored candidates (especially by governments) may need to obtain further approval from their sponsors according to additional regulations not stated in this Handbook.

### **78.3 Courses Completed Previously**

You are to seek advice from the Head of Department of the new programme to ascertain the number of courses that can be transferred or exempted in the new programme.

## **8. Selection of Courses**

UCSI University students should select the courses of your choice and/or according to the advice given by your respective Head of Programmes, Head of Departments, Director, Deputy Deans or Deans.

Students shall undertake the responsibility of registering for the appropriate courses offered in the programme enrolled including the course selection period and adhere strictly to the add/ drop procedure and deadlines accordingly.

### **8.1 New and Existing Postgraduate Candidates**

New candidates will be guided through this course selection process during the Orientation and thereafter, they are expected to be adept at the procedure. Existing candidates are likewise expected to be adept as well as aware of the period of course selection. The course selection period is indicated in the yearly Academic Calendar according to the semesters and each period lasts for a week (five working days). The period of course selection is usually carried out throughout the 12<sup>th</sup> week of the semester, although variations could occur.

### **8.2 Procedure**

All students are required to complete the course selection online via the *IIS* at <http://www.ucsiuniversity.edu.my/currentstudent/listing.aspx>. Approval for the chosen courses is dependent on class capacity and courses offered in the semester. Online course selections eliminate the need for physical presence on Campus to perform the task.

Lectures/tutorials/labs class capacity are set by the faculty. You are to consult the faculty for alternative courses should the class you select be of full capacity.

Consequently, any delays in completing the course selection process will not be entertained except under special extenuating circumstances.

### **8.3 Checking for Approval**

Once the course selection has been completed, you are reminded to do regular checks online for the course selection approval status, as the courses you selected may not always be approved. Your course selection may be rejected on the following grounds:

- (a) Incompletion of pre-requisites,
- (b) Insufficient courses undertaken in the semester,
- (c) Number of courses exceed the maximum courses limit,
- (d) Courses are not required for the programme,

- (e) Course is of a different academic level, or
- (f) Any other reason(s) by the Dean or appointed Head.

Submission of course selection does not guarantee approval for the intended course(s). Rejection of course(s) should be addressed immediately and preferably in a face-to-face consultation with the Dean of the Faculty/Director of the Centre/Institute or designated staff of the Faculties/Centres/Institutes/Schools.

#### **8.4 Changing the Courses Selected**

You are allowed to change the courses selected if the course selection has yet to be approved. If the course selection has been approved, the changes (*refer clause 8.8*) can only be made in the early weeks of the commencing semester. There are deadlines given for the Adding and Dropping of courses and you are advised to note the period carefully.

To make the changes on the selected courses before the courses selected are approved, you may re-enter the *IIS* and re-do the course selection within the stipulated period as stated in the Academic Calendar.

#### **8.5 Penalty for Late Course Selection**

A charge of RM100 **per request** will be imposed on students who are completing the online course selection after the stipulated course selection due date but prior to the last day for the Add/ Drop course.

You are to proceed to Group Finance Office to settle the penalty payment before proceeding to the Registrar Office to request for activation of the grace period for the late course selection via *IIS*.

Adding and/or dropping of courses after the stipulated Add/Drop period will subject you to a charge of RM100 **per course** being dropped and/or added at an over the counter transaction (course selection function in *IIS* will be deactivated).

#### **8.6 Attendance List**

Once the course selection has been approved, your name will appear on the attendance list of the commencing semester. This list will facilitate the lecturer to take attendance and to ensure that you are registered for the course. If your name is not listed, then you are required to report to the RO immediately. You will not be registered for final examination if your name is not listed on the *IIS* generated attendance list.

#### **8.7 Adding and Dropping of Subjects**

As outlined above, students who wish to change the courses selected may do so within a given period of the next semester. The academic calendar should be consulted to determine the exact deadline. After the deadline, a penalty of RM100/ will be imposed on each course dropped and/or added.

The fees paid for the course dropped after the stipulated due date for dropping of courses can neither be brought forward to the next semester nor could they be refunded.

Hence, you are discouraged to add beyond the deadline as some courses may have already launched the first assignment or test and disallow late-add students to accumulate their component marks. Furthermore,

a late-add student may have missed out important knowledge and lessons examinable in the final paper.

## **8.8 Withdrawal from Courses**

Withdrawal of courses is not encouraged but is permissible within a certain extent of time in each semester. You may have surpassed the Add/Drop deadline and attended many weeks of lessons before deciding to discontinue from the course. In such a circumstance, you may **withdraw** from the course within the due date given, i.e. on/before the deadline for course withdrawal (usually by the end of Week 8 of a semester).

The withdrawal request is subject to approval from the Dean of the Faculty/Director of the Centre/Institute or designated staff of the Faculties/Centres/Institutes/Schools. There will be a processing fee of RM100 imposed for each withdrawal per course.

The withdrawal will prohibit you from sitting for the final examination. The course will appear in your records with a “W” remark indicating that you had withdrawn from that course. A withdrawn course will not contribute to GPA and/or CGPA computation. The course fee paid can neither be brought forward nor refunded.

## **9. Assessment Components**

A course may have several components in which candidates are required to undertake and complete in order to accumulate marks to form a total mark towards the end of the semester. Assessment components are spread over the entire semester to assess and evaluate the candidate’s learning outcome at different points of time.

The common assessment components are as follows, although not all assessment components will be applicable to all subjects:

- Assignments
- Tests
- Quizzes
- Projects
- Project Paper
- Laboratory work
- Presentations
- Thesis / Dissertations
- Final examination

Candidates are encouraged to present their research work in seminars / conferences, or to publish their research findings in journals.

### **9.1 Cumulative Marks**

Marks will be awarded for all continuous assessment components throughout the semester. These marks will be added to the mark obtained in the final examination to provide an overall result.

### **9.2 Attendance and Absenteeism**

Candidates are required to meet an 80% attendance requirement for each subject undertaken.

Candidates who are unable to meet the 80% attendance will be issued a warning letter and will be disqualified from sitting for the final examination. An attendance report will be submitted approximately between Weeks 10 and 12 in a normal semester (between Weeks 5 and 6 in a short semester), leaving sufficient time for candidates to improve upon their attendance in the remaining weeks of the semester before the examination slips are officially issued. (Please refer to Section 14.1 on Examination Slip).

Absenteeism may be excusable if proven on medical grounds and the relevant documents are presented to the lecturer, or with a submission of a letter explaining the extenuating circumstance.

Candidates who arrive late will be admitted to the class at the sole discretion of the lecturer. If admitted, the onus is on the candidate to ensure that attendance is taken.

## 10. Marks and Grade Point Averages (GPA)

Marks and Grade Point Averages (GPA) apply to all postgraduate programmes by Mixed Mode and Coursework, which offer subjects gradable with marks.

**Table 2.0: Grade Legend and GPA**

UCSI University's Grade Legend			Grade Point Average (GPA)
A+	High Distinction	85 and above	4.00
A	Distinction	75 – 84	3.75
B+	High Credit	65 – 74	3.50
B	Credit	60 – 64	3.00
C+	Low Credit	55 – 59	2.50
C	Pass	50 – 54	2.00
F	Fail	0 – 49	0.00

## 11. Transcripts and Examination Results

The semester's examination results are available to students and parents (via *IIS*). A transcript is a document that indicates your cumulative academic performance during your tenure at UCSI University in the programme you are enrolled in. The transcript is usually requested by students at the end of a programme. To request for a transcript, you are required to approach the RO to complete a form or via *IIS* three (3) working days before the desired receipt of the transcripts.

The first transcript issued by UCSI University is complimentary with the subsequent copies to be charged at a normal fee of RM10 per transcript except for the transcript to be used for Co-Op placement.

With effect from 01 May 2008, all transcripts will adopt the grade point (GP) format with the final computation of grade points being represented by a cumulative grade point average (CGPA).

# EXAMINATIONS

## 12. Final Examination Component

You are to sit for a final examination towards the end of each semester if the course undertaken requires this assessment.

The duration of the final examination may vary between 1.5 hours to 3 hours, depending on the requirement of the programme and the course. The venue for the final examination is usually in the Examination Hall but could be located elsewhere depending on the capacity and the logistics of the entire examination.

### **12.1 Examination Timetable**

The examination timetable is electronically computed and will rarely result in clashes of papers. However, if there is a clash, the affected candidates are required to report the clash to the Registrar's Office immediately upon the publication of the first draft of the examination timetable. A second draft of the timetable will be published within a week. The final timetable will be published within a week from the second draft and thereafter, no amendments will be entertained.

Candidates are required to check the final examination timetable made available online. Incorrect information recorded by candidates will not be entertained and absenteeism on such grounds will lead to the re-taking of the said paper in the future semester.

### **12.2 Eligibility, Barring and Un-Barring**

In order to meet the eligibility to sit for the final examination, candidates are required to meet the **80% attendance requirement** in the semester. If this requirement is not met, lecturers will submit a "Bar List" to the Registrar's Office to prohibit the candidates from taking the examination and thus, disallowing the affected candidates from entering the Examination Hall.

The Bar List will be published approximately two (2) weeks before the final examination period. Candidates are encouraged to view the list urgently to check if they have been barred and if so, there is enough time for them to take remedial actions such as attending the remaining classes or discussing with the lecturers concerned. The lecturers will notify the Registrar's Office again to "unbar" the candidates if they are satisfied with the candidates' explanations and / or actions.

The other cause of ineligibility to sit for the Final Examination is unsettled tuition fees. The Group Finance Office will issue a list of such candidates to the Registrar's Office. These candidates' examination slips will be forwarded to the Group Finance Office and withheld until the fees are settled in full. **Candidates who have not paid fees up to the last day of classes will not be eligible to sit for any papers missed in the Final Examination. Payment of fees during the examination period will NOT entitle the candidate to sit for any papers missed in the Final Examination. The late payment of fees would strictly result in the candidate being required to undertake all the subjects all over again in future semesters.**

Although candidates are required to settle their tuition fees before the semester commences, they nevertheless have the entire semester to settle their fees before the final examination. While a delay in fee payment may be tolerated on valid grounds, the onus is on the candidate to approach the Group Finance Office to discuss an alternative and acceptable arrangement for payment.

The Registrar’s Office will not entertain any verbal barring or unbarring of candidates without the receipt of relevant documents from the lecturers / Schools / Faculties / Institute / Group Finance Office.

### 13. Examination Regulations

#### 13.1 Examination Slip

As mentioned, you are required to obtain an examination slip approximately one (1) week prior to the final examination, Exam Centre will not be responsible for any delay in entering the examination hall should the students failed their examination slip on his/her examination day. Your student ID and examination token are required to enter the Examination Hall. Without either one, you will need to approach the Finance Counter to obtain a new examination slip and/or identification tag after a penalty payment of RM5 for each item needed.

The examination slip will outline all the courses that have the final exam component and you are undertaking for the particular semester. Where a student is barred from the final examination, a line will be drawn across the course and you are urged to act swiftly to be unbarred from the examination.

#### 13.2 Prohibited Items in the Examination Hall

Certain items and materials are strictly prohibited from being brought into the examination hall. If you are caught with these items in the examination, you may be found guilty of cheating and may, on the advice of the Chief Invigilator, be dismissed immediately.

This is notwithstanding whether the examination has commenced or not, and whether the prohibited items were brought in intentionally or otherwise. The onus is on the student to check that prohibited items are not brought into the examination hall. Invigilators will check items that are allowed into the examination hall when suspicion arises. Examples of such items are outlined below:

**Table 3.0: Prohibited Items in the Examination Hall**

Prohibited Items	Items to be Checked
<ul style="list-style-type: none"> <li>• Papers of any size</li> <li>• Caps</li> <li>• Books or notes</li> <li>• Electronic devices (smart watch, bluetooth handfree)</li> </ul>	<ul style="list-style-type: none"> <li>• Coats, jackets, pockets, pants</li> <li>• Calculators</li> <li>• Calculator covers (on the floor)</li> <li>• Pencil cases/boxes (on the floor)</li> <li>• Spectacle casing (on the floor)</li> <li>• Dictionaries (where allowed)</li> <li>• Rulers</li> <li>• Books (where allowed)</li> <li>• Examination Tokens</li> <li>• Wallets and purses</li> <li>• Others</li> </ul>

Prohibited items found in the examination hall will be confiscated and used as evidence in the UEB meeting and may not be returned to you. If you want to bring your personal and valuable belongings into the Examination Hall, you are advised to seek alternative avenues to safeguard your items. Coin lockers are provided by the Student Affairs and Alumni Division located outside of the examination hall. UCSI University will not be held responsible for the loss of any item within the premises if you fail to heed the advice of not bringing valuable items to the examination.

#### 13.3 Mobile Phone in the Examination Hall

Mobile phones *may* only be brought into the examination hall **on the condition** that students keep their mobile phones **in their bags** and the bags must be placed **at the front of the examination hall or in the lockers** located outside the examination hall. All mobile phones must be switched off (including any alarms) throughout the examination

If a mobile phone is found in your possession (pockets, clothing, on your desk / chair / on the floor) or rings in your bag during an examination, the mobile phone will be confiscated. A penalty of **RM100** will be imposed to redeem both the SIM card and the mobile phone from RO counter.

Students are advised to take proper precaution with regards to safeguarding their own mobile phones or other valuable items. UCSI University will not be held responsible for the loss or theft of any items within the premises.

### **13.4 Open Book Exam Related with Electronic Devices**

Where an examination is designated 'open book' there will be no restrictions on the materials which may be taken into an examination hall. Candidates will be allowed to bring any items in the printed format. Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination hall, such materials will be limited to those specifically nominated by the Lecturer-in-Charge and are specified on the examination paper cover sheet unless stated otherwise.

Open book exams are meant for open book format, but do not cover access for internet or computer devices. No electronic devices are allowed, including but not limited to, mobile phone, computers, CD-ROM, USB flash drives, phones, calculators with programmable memory, cameras, etc.

The invigilators will inspect any of such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

The above mentioned is not applicable on the practical examination which require computer.

### **13.5 Washroom Procedures**

To safeguard the integrity of the examination, you are prohibited to go to the washroom immediately upon entering the examination hall within the first 30 minutes of the examination, and towards the last 30 minutes before the examination ends. However, the Chief Invigilator on duty is authorised to exercise his/her discretion to act accordingly on needs arising under special circumstances.

You are advised to visit the washroom before any examination session. Where deemed appropriate, you may be subject to a body search by Invigilators (of the same gender). When consent is given, you are required to sign a washroom control booklet outside the restroom to indicate when and who has been to the washroom during a particular paper.

### **13.6 Seating Arrangements**



At each examination session, you will be given special seat arrangements that differ by sessions. The seating arrangements will be made available at the nearest notice boards to the examination hall, 15 minutes before commencement of the examination session. You are advised to be at the examination hall early to check your respective seat numbers.

The arrangement is fixed according to the attendance logistics. Unauthorized movement is strictly prohibited, unless otherwise instructed or requested by the Invigilators.

### **13.7 Attendance Slips and Waiting Period**

If you enter the examination hall early, you have the advantage of completing the attendance slips and the details requested on the answer booklets and other documents before the examination commences. The announcement to start the examination will be made only when the hall has been put in order and/or it has reached the scheduled time to commence the examination.

Recorded warning messages will be played at each session, and you are required to listen attentively and abide by the instructions and examination regulations announced.

The attendance slip should be completed prior to attempting the questions. It will be collected at the end of the first 30 minutes for attendance affirmation. As such, you are not allowed to leave the hall within the first 30 minutes when the examination commences.

### **13.8 Examination Materials**

All materials distributed to candidates at any examination session, used or unused, are to be returned to the examiner. Taking materials out of the examination hall is regarded as an offence. If you are caught bringing out the examination material from the examination hall, you will be subject to penalty as deemed appropriate by UEB.

### **13.9 Time Keeping**

As a reminder, you are advised to adhere to the following practice:

- Arrive early to check the seat number.
- Remain seated until the examination starts.
- Remain in the examination hall within the first and the last 30 minutes of the examination. Any movements within the examination hall during this period, including leaving the hall or visiting the washroom, are restricted.

The adherence to the above practice is in compliance with the time management of the examination. If you arrive after the first 30 minutes, you will not be allowed into the examination hall unless authorised by the Chief Invigilator. The delay will be regarded as absenteeism, especially if there were students who had left the hall or visited the washroom.

## **14. Absenteeism from Final Examination**

The University defines absenteeism as not physically present in the examination hall during the stipulated date and time of the paper in question, under whatever circumstances.

Absenteeism in the final examination entails a serious consequence amounting to an 'F' grade awarded.

However, absenteeism due to extenuating circumstances may be considered for a supplementary exam if supporting documents justifying the absenteeism are acceptable to the UEB. Misreading or misunderstanding the final timetable cannot be accepted as a reason for failure to attend an examination.

If you are unable to attend the final examination due to a medical condition, you are required to submit a medical certificate issued by a doctor from either a government or private hospital, or from UCSI University's clinic. A **Medical Attestation Form** duly completed by the doctor who attended to the illness must be enclosed with the medical certificate(s) should the medical certificate(s) be issue by private clinics other than Laurent Bleu Medical Centre.

The medical certificate(s) must be submitted to the RO within five (5) calendar days inclusive of the scheduled examination day. Late submission of medical certificate must be supported by justification from doctors from the same clinic/hospital where the student obtained the medical certificate. Acceptance of the late submission is subject to decision of the UEB.

In the case of a student who had submitted medical certificate(s) for being absent in examination for three (3) consecutive semesters or more, the University reserves the right to reject future medical certificate(s) and to disallow the student from attempting the supplementary examination.

Medical certificate(s) will not be accepted if you are found to have fees owing to the University prior to and/or during the final examination period.

Time off slip is not acceptable for reasons of absenteeism in final examinations.

Submission of forged and tampered medical certificates will be referred to the SDB for further action. Depending on the degree of the severity of the act, the penalties imposed could be one or more of the following actions:

- (a) Recorded warning letters.
- (b) Award of an "F" grade.
- (c) Suspension of a semester or more.
- (d) Termination of studies at UCSI University.

## **15. Treatment of Marks and 40% Rule**

Component marks obtained throughout the semester will be accumulated and taken into account in the computation of the final marks. This total mark will be moderated by the respective Centres/Faculties/Institutes/Schools or second examiner prior to submission to the UEB for approval, endorsement and release. The final grade will be released to the student on the commencement week of the new semester.

At UCSI University, a further ruling of 40% rule governs the accumulation of marks. Under this rule, a minimum of 40% in the final examination paper is required before the component marks of the course can be added. Otherwise, if the total marks is:

- > 40% of the final examination, the total marks will be shown;
- < 40% of the final examination, the total marks will be reduced to 40%.

The following table illustrates several examples of the 40% rule:

**Table 4.0: Examples of the 40% Rule**

Components	Example 1			Example 2			Example 3		
	Marks Obtained	Full Mark	40% rule	Marks Obtained	Full Mark	40% rule	Marks Obtained	Full Mark	40% rule
Assignment	20	20		3	20		10	15	
Presentation	12	15		0	15		15	15	
Project	-	-		-	-		-	-	
Mid-term test	18	20		2	20		5	15	
Quiz	-	-		-	-		-	-	
Test	4	5		1	5		3	5	
Final Exam	13	40	< 40 % (32.50 %)	35	40	> 40 % (87.50%)	32	50	> 40 % (64 %)
Total	<del>67</del>	100		41	100		65	100	
Final Mark (Grade)	40	(D)		41	(D)		65	(C+)	

*Example 1*

Final exam = 13/ 40  
 = 13/40 x 100  
 = 32.50 % (< 40%)

Therefore, the final mark is: = 40 % (instead of 67%); “F” grade

*Example 2*

Final Exam = 35/40  
 = 35/40 x 100  
 = 87.50 %  
 = > 40

Therefore, the final mark is: = 41 % (3+2+1+35); “F” grade

**16. Cheating and Misconduct**

UCSI University views cheating seriously and considers both intentional actions of cheating and failure to prevent unintentional actions of cheating as a grave offence.

UCSI University adopts a broad definition of cheating as any acts, intentional or otherwise, that would provide an opportunity to enhance the performance of the candidates in the examination, with the use or unused of, relevant or irrelevant tools, materials and / or actions.

Examples of such incidents are:

- (a) copying, in part or whole, from an examination paper, mathematical analysis, formulae, research or creative project or equivalent sources that belong to another person;
- (b) submission of a piece of academic work that has been purchased, borrowed, stolen or fabricated data;
- (c) use of notes, sources, materials from items and / or electronic devices not authorised in the examination or by the examiner;
- (d) collusion or making arrangement with another candidate to cheat, including employing a surrogate to sit for an examination or any form of academic assessment mode, in part or whole, or agreeing to be that surrogate aiding and abetting the dishonest act; and
- (e) bringing any other unauthorised items into the Examination Hall, whether relevant or not, whether used or not, and irrespective of the ownership.

The penalties imposed on candidates who are caught cheating may vary between a recorded warning letter, a 'Failed' grade being awarded, suspension of a semester or more, or even termination of studies at UCSI University. The type of penalty depends on the degree of severity of the act.

### **16.1 Consecutive Cheating**

Candidates with recurring / consecutive cheating offences will be suspended for one semester or more or even termination of studies at the University depending on the degree of severity of the cheating acts.

Consecutive cheating can be defined as follows:

- (a) being caught cheating in separate papers within a particular examination period;
- (b) being caught cheating in continuous assessment components (such as test, mid-term test, quiz, and other reported incidents) and again in another assessment component or the Final Examination; and
- (c) being caught cheating in any form of continuous assessments in one semester and again a repeat of the incident in another semester.

Every incident of cheating is recorded and documented in the respective candidate's file and student database record.

International students, who are being suspended due to a cheating offence, will have their student visas shortened or cancelled. As such, they will be asked to return to their home country for that suspended semester(s). If their visa is extended over a considerably long period, then they may maintain their visa but it will be made mandatory for them to present their homebound air ticket to the RO. Upon returning to Malaysia to resume their studies, they will be asked to show the pages in their passport to certify their departure and arrival. The University is duty bound to report to the MID any students who fail to adhere to the above regulations.

Students (local or international) who are suspended will not be allowed to:

- (a) Transfer programmes or complete their course selection.
- (b) Sit for any supplementary, if any. They will be required to repeat the course again.

## **16.2 Misconduct during the Final Examination**

Misconduct may include the act of cheating or attempting to cheat but is taken to include a broader definition. Examples of actions that constitute misconduct include the following are not limited to:

- (a) Incessant talking in the Examination Hall;
- (b) General disobedience of examination instructions;
- (c) Unruly and rowdy behaviour shown towards invigilators / lecturers
- (d) Inability in adhering to and aloofness towards examination procedures

All academic misconduct cases are presented to and considered by the UEB. Where required, the students involved will be required to attend an interview for further clarification. Where appropriate, the cases may be referred to the SDB for further actions.

## **17. Results**

### **17.1 Release and Publication**

Your results will usually be published on the first day of the commencing semester. You are advised to proactively check the academic calendar for the schedule dates.

The results are published online to enable borderless access. Results enquiry via phone calls will not be entertained.

### **17.2 Withholding of Results**

Results can be withheld for the following two reasons:

- (a) On-going investigation in cheating / misconduct cases during the examination
- (b) Issues concerning the settlement of tuition fee payment

## **18. Appeals and Review of Examination Scripts**

Where and when candidates are confident of an arithmetic error in the marks computed by the examiner and / or have other valid reasons, appeals could be made for their examination scripts to be re-evaluated. However, appeals can only be made to review the final examination answer scripts. Anomalies or disagreement in marks obtained in tests, quizzes, mid-term tests, assignments, projects and / or other continuous assessment components will not be entertained. The appeals are only applicable for that particular semester and within the stipulated deadline in the Academic Calendar. Backdated appeals will not be accepted.

The answer scripts will be retrieved and reviewed. The review process is to ensure that the examination script is marked according to the marking scheme and is error-free. Where deemed appropriate, the scripts may be re-marked by a second marker or an appointed examiner.

### **18.1 Review Procedure**

Candidates are required to submit a duly completed form for to the Registrar's Office by the stipulated due date as published in the Academic Calendar after making the relevant processing fee payment. Deadlines must be adhered to in order for the candidates' scripts to be fairly reviewed.

### **18.2 Outcomes of Appeals and Review**

Candidates will be notified in writing of the outcome of the appeals and review process. The outcome of the appeals is final and further appeals will not be entertained.

### **19. Examination for the Research Component by Research and Mixed Mode**

The final examination of the research component shall consist of a thesis examination and viva voce to determine the candidate's competency in the field of study.

## **CESSATION OF PROGRAMMES**

### **20. Policies Governing Discontinuation of Studies**

The cessation or discontinuation of studies by an existing candidate may arise on two main grounds – voluntary withdrawal or termination. Each reason resulting in the cessation of the programme is viewed and treated differently, as outlined below.

#### **20.1 Withdrawal**

Candidates may voluntarily withdraw from their programmes halfway through their studies. The reasons for the withdrawal may vary from going to another institution to financial difficulties. Such withdrawal is allowed but the procedure set out by the Group Finance Office must be adhered to. This would include the completion of the withdrawal form by all departments and persons stated in the withdrawal form.

Tuition fee refunds (if any) are guided by the University's Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits shall be forfeited.

The approval for withdrawal of an International student must be accompanied by, apart from, a duly completed Withdrawal Form, also a confirmed air ticket indicating your departure date. A Letter of Offer from the acceptance institution is also required for transfer cases.

#### **20.2 Termination of Studies**

When and if you are found guilty of any serious disciplinary offences and your prolonged stay in the country (international students) affects the peace of the country or tarnishes the image of the University,

your studies will be terminated immediately.

Apart from the above, reasons for termination of studies may include any one or a combination of the following:

- (a) consecutive poor academic performance in each semester;
- (b) consecutive or high absenteeism in classes;
- (c) non-response to warning letters issued;
- (d) unacceptable reasons replied to warning letters;
- (e) advised by Faculties / Schools / Institute; and
- (f) exceeded maximum period of studies.

Candidates found to be in these categories will be issued a first warning letter. If the performance is continued, a second warning letter may be issued. The third letter will be a termination letter in which the candidate is asked to obediently submit his passport for cancellation of student visa. Failure to comply will lead UCSI University to report the matter to Immigration and thereafter, the candidate becomes an illegal immigrant.

Where and when the causal factors for termination appear to be too severe (as deemed by the Senate), the termination letter may be issued without notice of warning letters. Such incidents usually relate to offences that are criminal in nature or placing the institution's reputation at risk.

### **20.3 Cessation of Academic and Administrative Services**

Upon termination of studies, all academic and administrative services extended to the candidate previously will be curtailed and ceased with immediate effect. Candidates whose studies have been terminated are required to comply with the exit procedures immediately and refrain from entering the institution and its premises thereafter.

### **20.4 Deportation of International Students**

Where resistance is encountered, deportation may be exercised in which the candidate is escorted to the airport to board the next flight home. Refundable deposits and surplus of tuition fees may be utilised to bear the costs of deportation.

## **PROGRESSION AND AWARD**

### **21.1 Research Based**

Research work is graded as Satisfactory (S) or Unsatisfactory (U), and the candidates have to obtain "Satisfactory" based on their research report as well as the recommendation by the supervisor for each semester in order for them to continue their candidature until the submission of their thesis.

### **22.2 Mixed Mode and Coursework Based**

In order for the candidates to graduate with their Postgraduate degree, the candidates must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00.

The Faculty shall inform the candidate early in the courses if he/she must pass with specific minimum grades.

The candidate shall repeat any course with a grade that is less than the minimum grade so as to attain the minimum grade within the maximum period of his candidature.

A candidate who obtains a Grade Point Average (GPA) of less than the required minimum for his programme of study shall be placed on an Academic Probationary Period in the following normal semester. That period shall continue and shall end when the candidate has attained the required minimum GPA in the following normal semester. Any candidate who is placed on an Academic Probationary Period for more than two consecutive normal semesters shall be terminated from his programme of study.