UUM
Universiti Utara Malaysia

POSTGRADUATE

ACADEMIC HANDBOOK

The Eminent Management University

2021/2022 SESSION

POSTGRADUATE ACADEMIC HANDBOOK

2021/2022 SESSION

TABLE OF CONTENT

TABLE OF CONTENT

TABLE OF CONTENT

SECTION 6: GUIDE FOR THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER (TDRP)

SECTION 7: UUM CODE OF ETHICS FOR STUDENT RESEARCH AND ACADEMIC WRITING

TABLE OF CONTENT

SECTION 8: POSTGRADUATE ACADEMIC CALENDAR FOR 2021/2022 SESSION

SECTION 9: STUDENT DRESS CODE

SECTION 1
About UUM

GENERAL INFORMATION

UNIVERSITI UTARA MALAYSIA

When rumours started to float concerning the establishment of a university and especially after Tun Daim Zainuddin announced that a university would be established in the state of Kedah, public response was very encouraging indeed. As of July 1983, there were only five public universities in Malaysia and they were certainly not enough to cater for the educational needs of the country. For that reason, the then Prime Minister, Yang Amat Berhormat Dato' Seri Dr. Mahathir Mohamad, directed the Ministry of Education to set up a task force to conduct a study on "The Sixth University Project" and a comprehensive working Paper was prepared on 16 August 1983. Apart from helping meet the educational needs of the nation, Dr. Mahathir hoped that the establishment of a university in the Sintok Valley, which had been infamous as the former lair of communist insurgents, would help transform the "black area" into a dynamic centre of growth. He saw the potential for the valley to be developed into a seat of learning which would, in turn, catalyse the economic growth of the valley and help build a future of excellence for the nation. Thus, in pursuit of an ideal, the establishment of Universiti Utara Malaysia (UUM) began.

On 1 October 1983, a task force for "The Sixth University Project" headed by Mr. Abdul Hamid Ayob, the Kedah State Education Director at that time, was set-up to supervise and handle the project with four other officials from the Ministry of Education. The headquarters for this special task force was based in Kuala Lumpur and they operated in Alor Setar as well as in Kuala Lumpur.

Yang Berhormat Dato' Khalil Yaakub, the Deputy Minister of Education at that time, as the Chairman of the Development Committee, was entrusted with the task of negotiating with the Kedah State government to identify a location for the provisional campus of the new university. On 16 October 1983, the Cabinet approved the project and assigned the Kedah State Development Corporation (PKNK) to undertake the construction of the campus.

Finally, on 19 October 1983, the Cabinet gave its official approval for "The Sixth University Project" in Kedah. On 11 January 1984, His Majesty, Seri Paduka Baginda Yang di-Pertuan Agong, graciously signed the order for the establishment of Universiti Utara Malaysia (1984 Incorporation Statutory Order) and also the order for Universiti Utara Malaysia (1984 Campus or Campus Order). A few months later, on 15 February 1984, a pro-tem office for the sixth university was set-up at the Kubang Pasu UMNO Building in Jitra.

UUM officially became the sixth university of the country on 16 February 1984 and it was the only university given the mandate to focus on the field of management. Prof. Tan Sri Dato' Dr. Awang Had Salleh, a renowned academic of high calibre and a literary figure, was given the honour of being the first Vice-Chancellor of the sixth public university. On 7 April 1984, His Majesty, Tuanku Abdul Halim Mu'adzam Shah Ibni Almarhum Sultan Badlishah, the Sultan of Kedah was appointed as the Chancellor of UUM.

UUM began operations at the Kubang Pasu UMNO Building in Jitra, Kedah. It was in this building that Tan Sri Awang Had Salleh devised his initial administration plan. Four months later, in June 1984, the UUM office was relocated to the Darul Aman campus, Jitra, to welcome the first batch of students in July 1984.

The provisional UUM campus was built on an area extending 62 acres, in the Darul Aman town, situated 18 kilometers to the north of Alor Setar and approximately 5 kilometers from Jitra. By the time the move to the Darul Aman campus was underway, planning for the construction of the permanent UUM campus had already begun. An area of 1,061 hectares in the Kubang Pasu District, about 28 kilometers to the north of the provisional campus, in an area called Sintok, was identified for the purpose.

When the Sintok valley was gazetted as a "white area", i.e. free from communist activities, in December 1988, the construction of the permanent UUM campus, referred to as the Sintok campus, commenced. The Prime Minister gave a directive that the construction was to be completed in 18 months, which meant that the construction was to be completed by July 1990 when the new academic session was to begin. After exactly 18 months, Dr. Mahathir himself was on-site at the Sintok campus to monitor the progress of the construction of the RM580 million-campus. Due to some unavoidable circumstances such as the problem of getting enough construction workers, UUM was only able to commence operations in the Sintok campus two months later, on 15 September 1990, with the registration of new students for the 1990/91 academic session and the return of senior students a week after that.

The Sintok campus, watered by the Sintok River and the Badak River, is a former tin mining area. It is surrounded by beautiful lush tropical forests and undulating hills. The campus is situated 48 km to the north of Alor Setar and 10 km to the east of Changlun, a small town situated close to the Malaysia-Thai border, along the Malaysian North-South Highway.

The Sintok campus was officially opened on 17 February 2004 by the Royal Chancellor, His Royal Highness Sultan Abdul Halim Mu'adzam Shah. The main buildings of the campus are the Academic Colleges, the Sultanah Bahiyah Library, the Chancellery, the Sultan Badlishah Mosque, the Mu'adzam Shah Hall, the Tan Sri Othman Hall, the Sports Complex, the Varsity Mall, the Budi Siswa building, and the Convention Complex.

As the campus is situated far from the madding crowd, UUM has ensured that its students receive adequate accommodation. At present, UUM has 14 Student Residential Halls (SRH), which, all together, house 20,000 students. The SRHs are Muamalat, TNB, Yayasan Al-Bukhari, Bank Rakyat, TM, Grantt, MISC, SME Bank, BSN, MAS, Sime Darby, Proton, Tradewinds and Petronas.

Apart from these, UUM also has comfortable accommodation available at the University Inn and the SRHs which can be rented during semester break. In addition, the EDC-UUM, which is located near the main entrance of the campus, offers comfortable accommodation for visitors. Mindful of the welfare and need for accommodation among its personnel, the University has built about 600 housing units of various types for a sizeable portion of its workforce.

An area encompassing 107 hectares of forest reserve land at UUM has been developed into various facilities to attract tourists to the northern region. Among these facilities are a picnic area, a nine-hole golf course, a go-kart circuit, a shooting and archery range, a deer park and an equestrian site. UUM declares its campus as an open campus. The public and tourists are welcome to visit and utilise the available facilities on campus.

In January 2008, a restructuring of the university academic system was undertaken to increase the number of postgraduate students and to hoist the UUM flag in the international academic arena. In this restructuring exercise, 13 faculties were merged and streamed into three main Academic Colleges, namely UUM COB (UUM College of Business), UUM CAS (UUM College of Arts and Sciences), and UUM COLGIS (UUM College of Law, Government and International Studies).

Ever since its establishment 37 years ago, UUM has continued to add feathers to its cap through attaining numerous outstanding awards. Among them are the autonomous status, Top Business School, Islamic Finance Awards (GIFA), ASEAN-QA, Setara Tier 5 and other national and international recognitions. The development that the community of the Sintok Valley now enjoys derives from the establishment of UUM. This would not have been possible if not for the vision of the former Prime Minister, Dr. Mahathir Mohamad, which transformed a remote area in the northern reaches of the nation and placed it on the world map. Furthermore, UUM also adds significant impetus to the educational development of Malaysia by producing much needed human capital for the nation, especially in the field of management.

Even though UUM has clocked 37 years in the field of education, it has a long way to go yet to achieve the many more goals it has set for itself. Judging by the degree of commitment and cooperation that every member of the UUM community has shown thus far, it is just a matter of time before UUM is unequivocally acknowledged the world over as an "Eminent Management University".

THE UNIVERSITY OBJECTIVES

Universiti Utara Malaysia was established to primarily develop and promote management education in the country. Its academic programmes are especially geared towards providing a broad spectrum of academic knowledge and intellectual skills in the areas of management, accounting, economics, information technology, public administration, human resource management, entrepreneurship, finance and banking, law, marketing, technology management, applied linguistics, communication, social work, multimedia, education, decision science, international affairs, business management, tourism, muamalat administration, development management, logistics and transportation, hospitality, risk and insurance management, media technology, agribusiness management science, business mathematics, industrial statistics, and counselling.

Universiti Utara Malaysia also acts as a catalyst for socio-economic development in the northern region of Peninsular Malaysia. It is envisaged that the University's excellent infrastructure, state-of-the-art facilities, and pool of international human resources will provide the much needed impetus to develop and sustain most, if not all, socio-economic activities in the region.

In addition to its Core business of providing quality teaching, conducting extensive research, and promoting a culture of scholarly publications, the University will contribute to the social, economic, and intellectual development of communities beyond the campus. The University has a crucial role to play when engaging the surrounding local communities in community-based projects, and in developing or strengthening community-university partnerships through collaboration with other government agencies and the private sector.

The University's objectives are embodied in the following three major thrusts:
• To be the centre of excellence in the field of management.
• To be the leading referral centre for all aspects of management scholarship and practice.
• To be the premier resource centre in the field of management.

VISION

To become an Eminent Management University.

MISSION

We educate leaders with holistic characteristics to serve the global community.

CLIENT CHARTER

Towards realising the University's vision to be a Management University of world-class standing, and in line with its motto "SCHOLARSHIP, VIRTUE, SERVICE", and with God Almighty's blessing, we hereby pledge with complete resolve and commitment, to honour our clients' rights as follows:

To the Students
To provide education, facilities, and the best management system based on established standards.

To the Staff
To provide students who are capable.
To provide the best facilities to aid work procedures; and
To give appropriate incentives and opportunities, with equality, to expand knowledge for staff development and progress.

To the Nation
To provide potential human resources to meet the nation's needs.
To provide training, research, and consultancy services to promote the growth and development of knowledge.

THE UNIVERSITY PHILOSOPHY

Cognizant of the fact that God will not change the destiny of a people until the people themselves endeavour to change it;

Appreciating that Malaysia has been blessed with a bounty of wealth in terms of both human and natural resources;

Realizing that both these resources must be under a stewardship which strives to do its best to manage these resources as effectively as possible; that the key to success is planning, management, monitoring, re-evaluation, and adherence to knowledge, science and technology;

Convinced that humankind cannot subsist merely on material progress without humanitarian qualities, civility, and conviction of faith; that natural resources cannot be allowed to be exploited to the extent of threatening human civilisation itself;

Universiti Utara Malaysia dedicates itself to the goal of nurturing graduates who have the ability and leadership qualities of the highest degree in planning and managing human and natural resources scientifically and creatively for the prosperity and peace of the people, harmony of the nation, and peace throughout the world.

The University resolves to foster excellence in scholarship, research, publication, and service to society especially in its efforts to develop, organise and manage human and natural resources efficiently.

Over and above this, the University aspires to nurture well-rounded graduates with scholastic, social, and humanistic qualities, individuals who are well balanced in their make-up, always guided by sublime and noble values.

Towards achieving the above, the University and its community of students and staff will embrace wholeheartedly the values embodied in its motto: SCHOLARSHIP, VIRTUE, SERVICE.

UNIVERSITY LOGO AND DEFINITION

The University's logo resembles a shield shaped like the nib of a pen. Within the shield, there are curved and vertical lines, and right in the centre there are six oval shapes that represent, among others, six grains of rice. The background colour of the shield is dark blue while the vertical and curved lines are white. If the logo is on a flag, the background colour surrounding the shield should be light blue.

INTERPRETATION

First: The shield which is shaped like the nib of a pen symbolises UUM as an institution of education and knowledge. The nib of the pen also symbolises the proactive nature of knowledge. The University does not only formulate knowledge, but also disseminates knowledge through teaching, research, consultation, and publication.
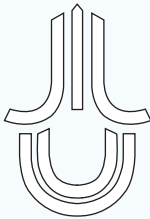
Second: The white lines represent the initial letters of the University's name. The U-shaped line at the bottom stands for "University", while the second curved line, the smaller "U", stands for "Utara". On top of these curved lines, there are two curved lines and a vertical line in between shaped like an "M", which stands for "Malaysia". All together, the lines represent the University's acronym – UUM.

Third: Inside the University's logo, the University's motto "ILMU BUDI BAKTI" is inscribed. The two curved lines at the bottom of the shield also symbolise sheets of paper which carry the meaning of "ILMU" or scholarship. The six yellow ovals in the centre of the shield represent "BUDI" or virtue as reflected in the Malay proverb - *Ikut resmi padi, semakin berisi semakin tunduk* (As the grains of rice on a stalk of paddy mature, become heavier, and tilt the stalk downwards, making it bow, so should those who increase their knowledge, evince humility). The three lines at the top of the shield symbolise "BAKTI" or services rendered whether individually or collectively to one's faith, society and nation.
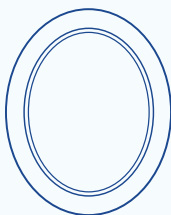
Fourth: The three oval lines surrounding the shield symbolise universal moral values which guide members of the campus community.
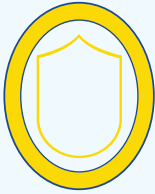
Fifth: The yellow colour within the oval lines and around the shield represents the campus community's loyalty to the King and nation.

Sixth: The white colour inside the logo, surrounding the shield, symbolises a clean, efficient, and trustworthy University management.

Seventh: The blue colour represents solidarity among the members of the campus community.
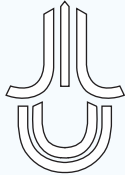
Eighth: The white colour inside the five lines symbolises the five Pillars of Islam.

Ninth: Besides representing "BUDI", the six yellow ovals in the centre of the shield also symbolise the six Principles of Faith.
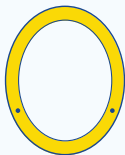
Tenth: Finally, the two blue dots symbolise the University's excellence and uniqueness as a management university.

THE UNIVERSITY MACE

The University's Mace was handed over by His Royal Highness the King of Malaysia to the University through the Minister of Education at the Bukit Serene Palace, Johor Bahru, on 14 July 1988.

Concept

The simple design symbolises the agility and dynamism in the implementation of Universiti Utara Malaysia activities.

Rationale

The Universiti Utara Malaysia's mace comprises five parts.

The first part has five smooth surfaces symbolising Islam and Rukun Negara, and is shaped like a torch that is perpetually aflame, thus, symbolising life. The five smooth surfaces are inscribed with the motifs below:
- The Insignia of the Malaysian Government
- The Logo of Universiti Utara Malaysia
- The National flower
- The University's name in calligraphy
- The Torch, symbolising scholarship

The second part is shaped like a bowl. Its surface is decorated with the form of rice grains that have just matured, to symbolise 'BUDI' or virtue. On top of the bowl, there are three feathers which symbolise the quill of knowledge. The bowl is adorned with sapphires reflecting the blue colour in the UUM logo.

The third part symbolises the staff of authority which is strong and is the basis of stability for the development of knowledge.

The fourth part, which is the end of the staff, has three blades of the *Jawa Demam Kris* arranged in a triangular shape. The tips of the blades are all pointed towards one direction and symbolise unity in facing a situation.

The fifth part is shaped like a hemisphere and is symbolic of the University's purpose. Its surface is adorned with Malay motifs.

SECTION 2
Administrative Information

WHAT STUDENTS SHOULD DO WHEN THEY REGISTER AS UUM STUDENTS

ACTIVATE UUM E-MAIL ACCOUNT

UUM e-mail is a service provided to all UUM students as a way of sending/receiving data and messages quickly and securely through electronic or computer network.

Students will be updated with the latest news and information regarding postgraduate studies through UUM e-mail. As such, it is **COMPULSORY** for all students to activate and check their e-mail frequently.

Please refer to page **17** for the steps on How to Activate UUM E-mail Account.

FULFIL THE ENGLISH LANGUAGE REQUIREMENT AS SET BY THE UNIVERSITY SENATE.

Students who do not meet any of the above English language requirement will not be allowed to register for courses or continue with their programme of study. They may attend the Intensive Language Course for International Students that will prepare and assist them for their MUET examination.

UPDATE STUDENT'S PERSONAL INFORMATION

Students are advised to check and update their personal information i.e. mailing address, telephone number etc. via UUM Portal (**https://portal.uum.edu.my**) or contact their Graduate School to do so.

READ THIS ACADEMIC HANDBOOK THOROUGHLY

Please read this Academic Handbook thoroughly for a better understanding of the University Rules and Regulations especially concerning the following items on the Terms and Conditions of Enrolment on page 13:

1. *New trimester registration (activate student's status);*
2. *Registration of courses; and*
3. *Payment of fees in the current trimester.*

TERMS AND CONDITIONS OF ENROLMENT

NEW TRIMESTER REGISTRATION

Students must register (activate a student's status) **within the first two (2) weeks** of the commencement of every trimester. Students who do not register within the stipulated time without prior approval from the Dean to defer their study in that particular trimester can have their studies terminated.

New trimester and course registration can be done online via UUM portal. Students who failed to settle any outstanding amount will not be able to access the registration system. So, payment should be made at least seven (7) days before the registration date to avoid problems when registering. The registration system and students' accounts can be accessed at **https://portal.uum.edu.my** .

*International students must have a valid health insurance subscription before they are allowed to register.

COURSE REGISTRATION

Students pursuing a programme of study by coursework must formally register for the selected courses **within the first two (2) weeks** of the commencement of every trimester. Registration of courses can be done online via UUM portal once the student's status is activated.

Students are advised to **print their course registration slip and course registration bill** as reference. Students who do not formally register for their courses will not be allowed to attend classes and to sit for examination.

PAYMENT OF FEES

All students have to pay the fees as stated in the **course registration bill** within the specified period (i.e. **within thirty (30) days** of the commencement of the trimester). A penalty of **RM200.00** will be charged to students, if the full amount of fees is not settled beforehand.

CLASS ATTENDANCE

Attendance is compulsory. Students who have less than 80% of total attendance of lectures or tutorial sessions of any courses will be barred from taking final examination.

AWARD OF DEGREE

In order to be awarded a degree, students shall fulfil the following requirements:

a) pass examination on all courses required by the programme of study and obtain a CGPA of at least 3.00;

b)   sit for any other examinations as required by the programme of study;

c)   fulfil all requirements of the **Universities and University Colleges Act 1971** and other related acts;

d)   settle all debts to the university;

e)   students pursuing a programme of study by research must present and defend the thesis successfully;

f)   For PhD candidates:

   (i)   They shall produce at least one (1) article, accepted/published for publication in a Scopus Indexed Journal.
   (ii)   The article is produce individually or can be co-authored only with and consented by the supervisor(s).
   (iii) The article accepted or published must be based on the PhD candidate's research topic.
   (iv)   The article must be accepted or published during the candidacy.
   (v)   The article must be accepted or published before a viva-voce session.

g)   For Doctor of Business Administration (DBA) candidates:

   (i)   They shall produce at least one (1) case study or article by choosing either Option A or Option B, before viva voce.
          Option A: Publish at least one (1) case study; OR
          Option B: Publish at least one (1) article, which is published in a referred journal/ professional business magazine (example: Malaysian Business, Marketeers, Accounts Today, The Asian Banker, HRM Asia, INSURANCE
   (ii)   The article or case study is produce individually or can be co-authored only with and consented by the supervisor(s).
   (iii) The article or case study accepted or published must be based on the DBA candidate's research topic.
   (iv)   The article or case study must be accepted or published during the candidacy.
   (v)   The article or case study must be accepted or published before a viva-voce session.

h)   For Doctor of Management (D. Mgmt) candidates:

   (i)   They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
          Option A: Publish at least one (1) case study;
          Option B: Produce at least one (1) article, which is published in a refereed journal
          Option C: Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM
   (ii)   The article or case study product is produce individually or can be co-authored only with and consented by the supervisor(s).
   (iii) The article or case study accepted or published must be based on the D. Mgmt candidate's research topic.
   (iv)   The patented product must be the output from the D. Mgmt candidate's research topic.

(v) The article or case study must be accepted or published during the candidacy.
(vi) The article or case study must be accepted or published before a viva-voce session.
(vii) The patented product must be registered during the candidacy or before the viva voce session.

TERMINATION OF STUDY

Students who have obtained an unsatisfactory academic report or have violated the Universities and University Colleges Act and other related acts will be terminated from the University.

MEDICAL EXAMINATION

Local Candidates

Local candidates are required to undergo and pass a medical examination conducted by the University Health Centre (recommended) or a Government doctor before they are allowed to register as a UUM student.

If candidates underwent a medical examination in a government health centre, they must submit a report then to the University Health Centre, UUM.

International Candidates

The Ministry of Education Malaysia require that, starting from 1 July 2008, all international students must undergo a medical check-up and subscribe to a health insurance plan before they are allowed to register in any higher education institutions in Malaysia. Starting from Second semester 2008/2009 session, UUM has stipulated that candidates who failed to undergo a medical examination and purchase health insurance will not be allowed to register.

Please refer to the table below for information on the illnesses/diseases and the implications.

	Type of Illness/Disease	Example	Implications
1.	• Contagious • Expected to recover within a long period of time • High treatment costs	• HIV • Hepatitis B • Hepatitis C	Not accepted to be registered as students
2.	• Contagious • Expected to recover with treatment within some period of time	• Tuberculosis	Defer registration until recover (not more than 2 semesters)
3.	• Contagious • Expected to recover within a short period of time	• Malaria • Typhoid • Syphilis	Accepted to register and have to undergo treatment
4.	• Other illnesses considered to be endemic by the Ministry of Health of Malaysia	• Japanese Encephalitis • SARS • Avian flu	Not accepted to be registered as students

POSTGRADUATE STUDENT'S E-MAIL

UUM e-mail is a service provided to all UUM students as a way of sending/receiving data and messages quickly and securely through electronic or computer network. UUM provides students with email accounts of 5GB storage.

Students will be updated with the latest news and information regarding postgraduate studies through UUM e-mail. As such, it is compulsory for all students to activate and check their e-mail frequently.

HOW TO ACCESS UUM EMAIL:

Once registered, your username and password will be provided by UUM.

1. Log in to UUM Email (https://outlook.com/student.uum.edu.my)
2. Enter your email account and enter the password provided to you. If this is your first time that you are entering the password, you will be asked to change it.
3. The screen below will be displayed.
4. Update your password. You now have the opportunity to enter your New Password and Confirm New Password. Click on Submit to continue
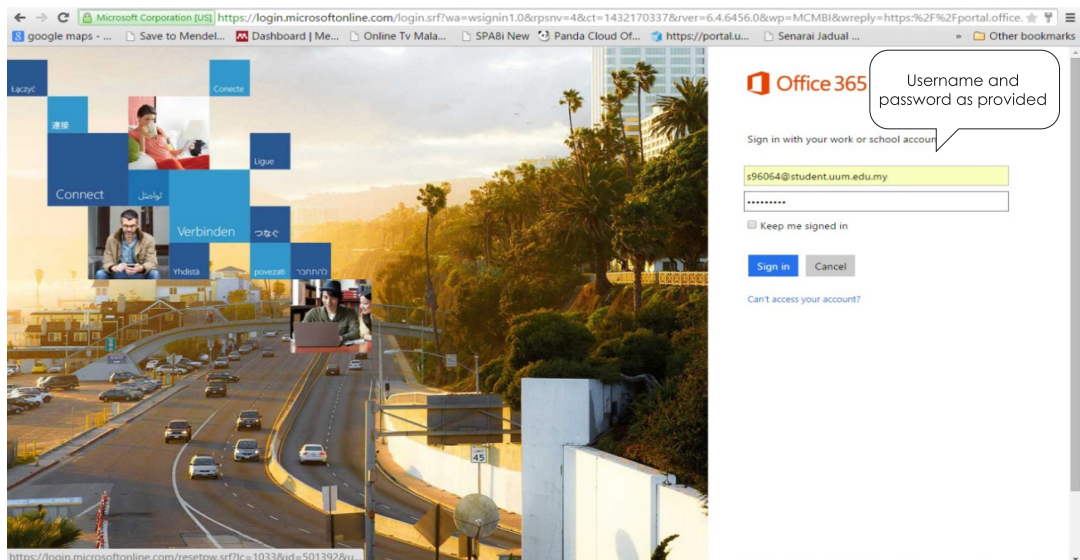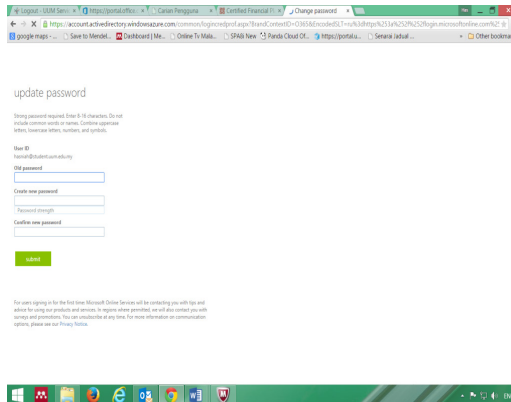
5. You are now able to successfully login to Office-365 portal with your username and your password (new password that you chose earlier).
6. Please enter your new password and click Sign In to continue.
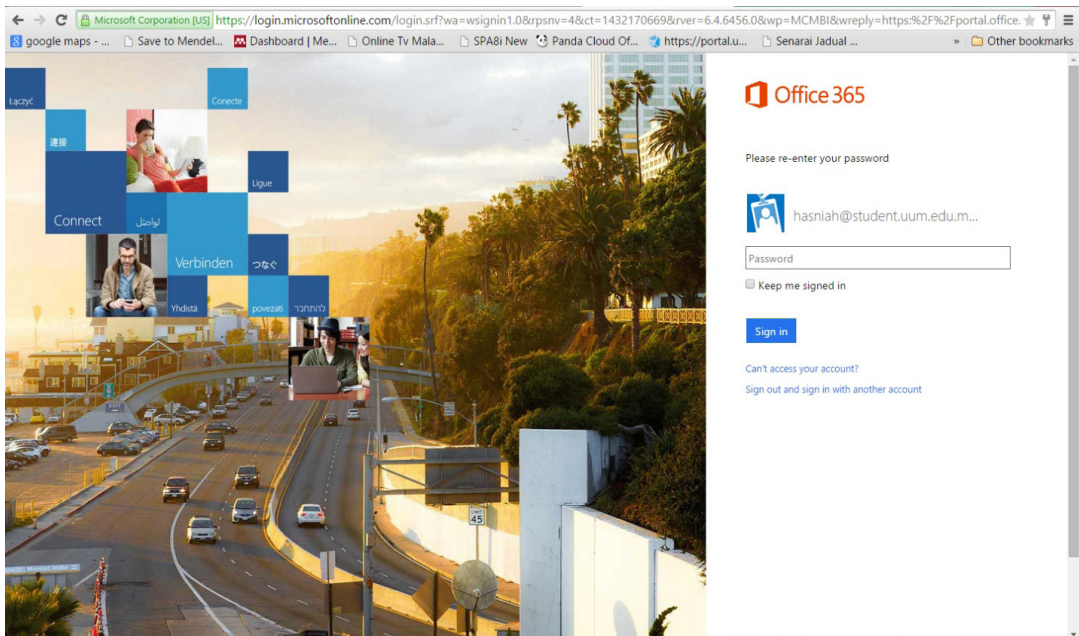
7. Choose the Language you would like to use and the proper time zone and click SAVE to continue.
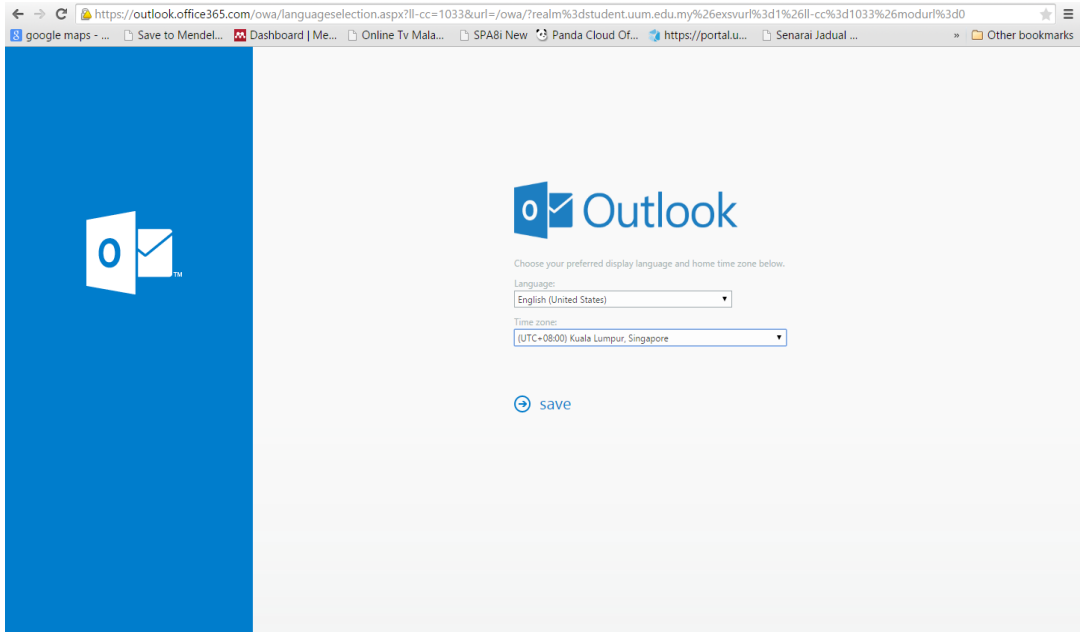
8. Your UUM Email from Office 365 is now ready to use.
9. Now your new email account is successfully added to Outlook and you can send and receive email.
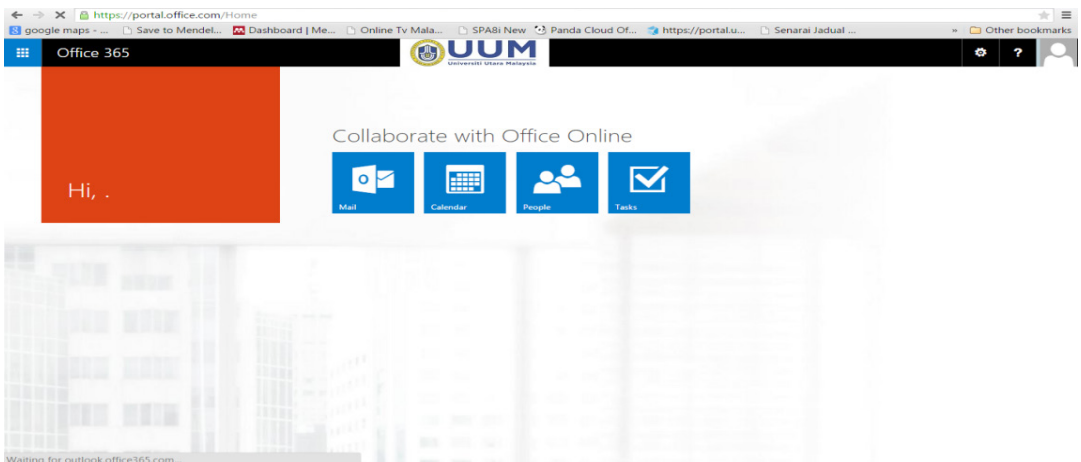
10. Click on New to compose new emails.
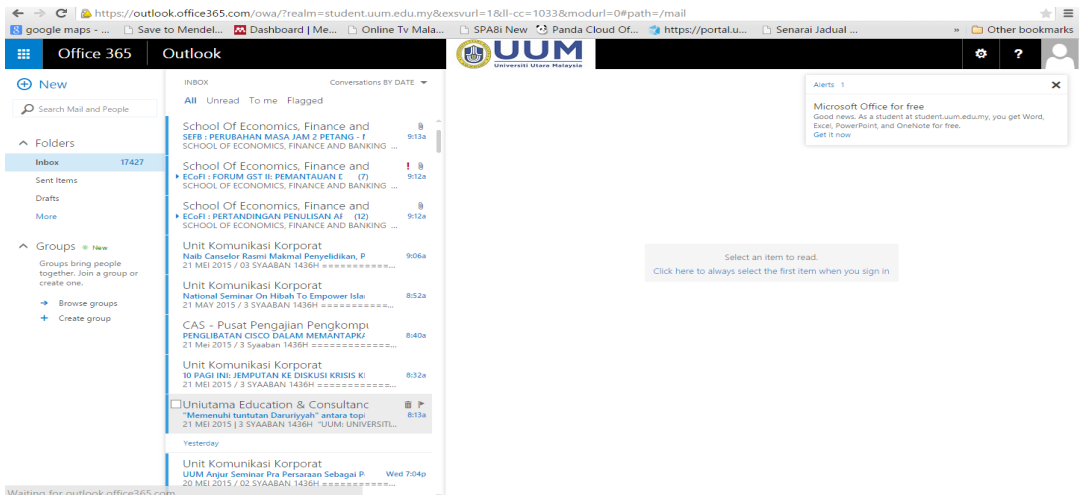
11. If you need to sign out of Office 365, click on the drop down menu at upper right corner, then click on Sign Out.
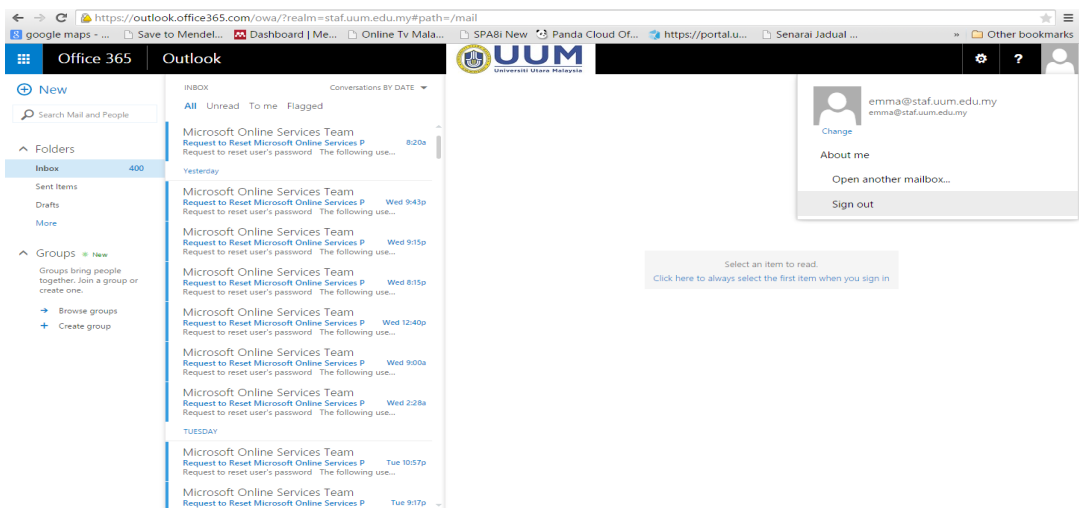
In addition to the UUM Email, UUMIT also provide another three (3) services for student which are:

(1) UUM Online Learning
- UUM Online Learning offers a secure and integrated online learning platform for lectures and students.
- It is a supplementary of the usual classes.

(2) UUM Portal
- A single online gateway to access all university applications that related to student such as Course Registration, Student Account and Examination Result.

(3) UUMWiFi
- A facility that is provided by UUM for the community to connect to the Internet or communicate with one another wirelessly within a particular area.
- This facility can be used at Lecture Hall and Student Accommodation Hall (DPP) areas.

Login and password to access the IT facilities will be given to you as soon as you register to the respected school. For any inquiries or any IT matters, you can get in touch with us via:

Stop by UUMIT

Call 604-928 6666

Email to itservices@uum.edu.my

Visit at http://servicedesk.uum.edu.my

SECTION 3
Financial Information

(All fees and charges stated in this section are subject to the University's decision. The University has the right to review the fees from time to time.)

POSTGRADUATE STUDENT FEE

Students' fees are categorized based on nationality as Malaysian, International and are charged accordingly. Upon being accepted by the University, students must make arrangements for their financial support and the payment of Student Fee throughout their study. The Student Fee consists of registration, tuition, accommodation and services. The Student Fee may be revised from time to time without prior notice.

The student fee must be paid within thirty (30) days after the commencement of each trimester. Sponsored students must submit a Sponsorship Letter upon registration. The letter must clearly state the type of fees covered (such as registration, tuition, accommodation and services). Payment for campus accommodation may be arranged separately.

UUM Student Fees are as listed below:

Fees	UUM Sintok, UUMKL &Other Centres		
	MALAYSIAN		NON-MALAYSIAN
	Full-time	Full-time	Full-time & Part-time
	(RM)	(RM)	(RM)
Registration	550	550	750
Insurance	78	0	0
Medical examination	0	200	200
Management fee	0	0	2000
Total	628	550	2975
Recurring fee			
Service	272	179	454
Tuition fees			
Postgraduate Diploma			
Coursework	200/credit hour	200/credit hour	415/credit hour
Pre-requisite course	200/credit hour	200/credit hour	415/credit hour
MBA			
Coursework	550/credit hour	550/credit hour	700/credit hour

Fees	UUM Sintok, UUMKL &Other Centres		
	MALAYSIAN		NON-MALAYSIAN
	Full-time	Full-time	Full-time & Part-time
	(RM)	(RM)	(RM)
Master's Programme other than MBA			
Coursework	250/credit hour	250/credit hour	450/credit hour
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Project Paper (less than 12 credit hours)	250/credit hour	250/credit hour	450/credit hour
Research Paper/ Dissertation (12 credit hours and more)	1500/ trimester	1200/ trimester	2400/ trimester
Thesis examination (viva voce)	1000/viva	1000/viva	1600/viva
Master's Programme by Research			
Tuition	1500/ trimester	1200/ trimester	2400/ trimester
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Thesis examination (viva voce)	2500/viva	2500/viva	4000/viva
Thesis re-examination (re-viva)	2500/viva	2500/viva	4000/viva
Write up fees (after viva)	750/trimester	600/trimester	1200/trimester
DBA			
Coursework	500/credit hour	500/credit hour	600/credit hour
Dissertation	4900/ trimester	4900/ trimester	5880/ trimester
Thesis examination (viva voce)	1750/viva	1750/viva	1950/viva
Thesis re-examination (re-viva)	1750/viva	1750/viva	1950/viva
Doctoral Programme (Coursework & Mixed Mode) – Other than DBA			
Coursework	425/credit hour	425/credit hour	600/credit hour
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Dissertation	1800/ trimester	1800/ trimester	2400/ trimester

Fees	UUM Sintok, UUMKL &Other Centres		
	MALAYSIAN		NON-MALAYSIAN
	Full-time	Full-time	Full-time & Part-time
	(RM)	(RM)	(RM)
Tuition – Research Paper/ Dissertation	2500/ trimester	2000/ trimester	3500/ trimester
Thesis examination (viva)	3000/viva	3000/viva	4800/viva
PhD (full research)			
Tuition	1800/ trimester	1440/ trimester	2880/ trimester
Pre-requisite course	250/credit hour	250/credit hour	450/credit hour
Thesis examination (viva voce)	3000/viva	3000/viva	4800/viva
Thesis re-examination (re-viva)	3000/viva	3000/viva	4800/viva
Write up fees (after viva)	900/trimester	720/trimester	1440/trimester

DOCTOR OF MANAGEMENT
(Full-time & Malaysian only)

FEES	(RM)
Non-recurring fees	
Registration	1100
Insurance	78
Total	1178
Recurring fee	
Service	206/trimester
Tuition fees	
Pre-requisite course	300/credit hour
Tuition (1st trimester)	2236
Tuition (2nd trimester)	1609
Tuition (3rd trimester)	1400
Tuition (4th trimester onwards)	1233/trimester
Supervision	2000/trimester
Thesis examination (viva voce)	1750/viva voce
Thesis re-examination (re-viva)	1750/viva voce

OTHER FEES

REGISTRATION FEE

Registration fee includes charges for orientation, smart card, student's activities and administration fees.

GROUP PERSONAL ACCIDENT INSURANCE

Takaful Insurance coverage for local full-time students is as follows:-

- **Death Benefit (accident)** **: RM60, 000 per person**

- **Permanent Disability** **: Based on percentage of permanent disability**

- **Medical Treatment** **: RM2, 000 per annum/person**

- **Hospital Benefits** **: RM25.00 per day, up to RM2, 000.00 (maximum)per annum/ person**

International students must be covered by the Health Insurance Scheme comprising Group Hospitalization and Surgical Plan (GHS) and Group Term Life (GTL). They must subscribe the Health Insurance Policy from an authorized agent appointed by the University upon registration.

INTERNATIONAL STUDENT'S BOND

International students are required to pay students' bond during registration. The bond will be refunded upon the completion of studies. The rate of students' bond is as listed below:

RM2,000.00

- Angola
- Burkina Faso
- Burundi
- Cameroon
- Canada
- Central African Republic
- Colombia
- Cote D'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Ghana
- Guinea-Bissau
- Liberia
- Mali Mozambique
- Niger
- Nigeria
- Republic Congo
- Republic Democratic Congo
- Rwanda
- USA
- Western Sahara

RM1,500.00

- Africa
- Australia
- British C.I
- Brunei
- China
- Europe
- Iran
- Iraq
- Portugal
- Saudi Arabia
- Taiwan
- Tunisia
- Vietnam

RM1,000.00

- Hongkong
- Japan
- Macao
- South Korea

RM300.00

- Thailand

RM750.00

- Bangladesh
- India
- Myanmar
- Nepal
- Pakistan
- Philippines
- Sri Lanka

RM500.00

- Indonesia

RM200.00

- Singapore

The rate of students' bond for countries not on the list is RM1, 500.00

Source: https://www.imi.gov.my/portal2017/index.php/en/

ON-CAMPUS ACCOMMODATION FEE

The rate of accommodation is as follows:

Student Residential Hall	Accommodation Fees	
	Local Students (RM)	International Students (RM)
1 persons/room (postgraduate) - Including semester break	480/semester	576/semester
Off semester rate 2 persons/room 1 persons/room	8.00/day 16.00/day	8.00/day 16.00/day
Maybank Students' Residential Hall - Family - 1 person	350/house	350/house
	480/semester	576/semester
University Inn	850/house	850/house
UUM Staff Quarters(Taman Universiti)	450/house	450/house
UUM Staff Quarters(Sisiran Sintok)	350/house	350/house

Note: On-campus accommodation for postgraduate students is **not guaranteed** and **subject to availability.**

PAYMENT MODE

Payment can be made through:

1. e-com (FPX)

FPX (Financial Process Exchange) is a multi-bank online internet banking service available through the link: **http://e-com.uum.edu.my/bend/paymode.jsp**.FPX can be used by registered internet banking account holder with any of the banks listed below. A minimum service fee of RM0.70 is charged for payment made via FPX. Student will receive a confirmation upon successful transaction which must be printed and presented during registration as proof of payment. FPX service is available from 7:00 am to 11:00 pm daily.

FPX Participating Banks:
- Bank Islam Malaysia Berhad
- Bank Bumiputra Commerce (CIMB)
- Hong Leong Bank Berhad
- Public Bank Berhad

2. e-com (Credit Card)

Payment by credit card is available via Internet for MasterCard or Visa Card holders worldwide through UUM website with the following link **http://e-com.uum.edu.my/creditcard/utama.jsp**. The site is protected under secure environment 'Securecode'®/ 'Verified by Visa'®. Student will receive a confirmation upon successful transaction which must be printed and presented during registration as proof of payment.

3. Payment at Bank Islam Malaysia Berhad (BIMB) counters nationwide

Payment can be made at any BIMB counters nationwide via Bill Payment.
The payment will be updated in the student's account on the next working day.
Payment through BIMB counters:
i.   Go to any BIMB counters nationwide
ii. Complete the Bill Payment Slip available at BIMB counter with the following details:
    a. Name
    b. I/C No.
    c. Payment to whom (UUM)
    d. Reference No. : student's matric number
iii. Present the Bill Payment Slip at BIMB counter and retain the Bill Payment slip as proof of payment.

4. e-Tunai (e-Cash)

e-Tunai or MEPS Cash is a type of payment using a Smart Card / Bankcard. Student can use the Smart Card / Bank Card in 5 outlets in UUM: Bursary Counter, Sultanah Bahiyah Library, Cooperative Shops, PUSUR (Sports and Recreations Centre), and Unimart Minimarket.

5. **Internet Banking**

Payment via internet banking can be done through:
a) BIMB Internet Banking (**www.bankislam.com.my**)
b) CIMB Clicks (**www.cimbclicks.com.my**)
c) Maybank2U (**www.maybank2u.com.my**)

Please specify/choose "STUDENT PAYMENT" as payment type.

6. **Telegraph Transfer (TT) – For payment OUTSIDE MALAYSIA only.**

Payment from **outside Malaysia** can be made through **TT** as below:

- **Beneficiary:** **Universiti Utara Malaysia**

- **Bank name:** **Bank Islam Malaysia Berhad**

- **Account number:** **0209-3010-0000-10**

- **Bank branch/address:** **Bank Islam Malaysia Berhad (BIMB)**
  UUM Branch
  Universiti Utara Malaysia
  06010 Sintok, Kedah
  Malaysia

- **Swift code:** **BIMBMYKL**

- **Bank tel. no.:** **604-928 2650/2651/2652**

The document must be presented upon registration as proof of payment and reference for updating the student account.

Summary of Payment Mode and Type of Payment

No.	Payment Mode	Types of Payment
1	e-com (FPX)	Student fee & other payments
2	e-com (Credit Card)	Student fee & other payments
3	BIMB counter	Student fee, outstanding amount in student's account, processing fees for UUM undergraduate & postgraduate applications
4	e-tunai (e-cash)	Student fee, library charges & other payments
5	Internet Banking	Student fee & other payments

Cash payment made at the Bursary Counter is subject to a service charge of **RM20.00.** Payment in foreign currency is not accepted at the Bursary Counter.

REFUND POLICY AND PROCEDURES

PAYMENT OF STUDENT FEE

All fees must be paid **within thirty (30) days after the commencement of the trimester.**

Students who fail to settle the fee within the stipulated time is subject to the penalty as follows:

a) Student's status will be de-activated (inactive) and all registered courses will be dropped. They are not allowed to attend lectures and sit for final examination. However, students may appeal to re-activate their status no later one (1) week before the examination period begins and will be charged a penalty of RM200;

b) If a student's status remain inactive for more than one (1) month after the commencement of the trimester without prior approval from the Dean to defer study, the student will be terminated;

c) Students with outstanding fee will not be allowed to collect the academic transcript, letter of complete study and/or certificate of degree and will be deprived of attending the convocation ceremony.

REFUND OF FEES

a) Student fee is subject to e-refund when application for deferment or termination of study is approved by the Graduate School within the allowable period.

b) Type of fees and percentage of refund is as follows:

| Type of Fees | Percentage of refund | | New Students Who Reject the Offer before the Beginning of the Trimester/ Registration |
| | Deferment of Study/Withdrawal of Course/ Terminated by the University | | |
	Within 30 Days of the commencement of trimester	After 30 Days of the commencement of trimester	
Registration	Non-refundable	Non-refundable	Non-refundable
Takaful	Non-refundable	Non-refundable	Non-refundable
Student welfare	Non-refundable	Non-refundable	Non-refundable
Tuition	50%	Non-refundable	100%
Accommodation	50%	Non-refundable	100%
Health	50%	Non-refundable	100%
Library	50%	Non-refundable	100%
Dental Services	50%	Non-refundable	100%
Sports	50%	Non-refundable	100%
Computer	Non-refundable	Non-refundable	100%

Note:
1. 50% of the tuition fee will be refunded if a withdrawal is made within 30 days from the beginning of the trimester. No refund will be given for a withdrawal made thereafter.

2. Any charges of other fees shall be deducted from the refund.

c) Others

- The University has the right to claim from students any outstanding amount even though they have ceased to be registered students.
- In the event of deferment of studies, the amount of refund will be carried forward to the following trimester.
- In all circumstances a letter of confirmation/approval issued by the Graduate School must be obtained before making any claim to the Bursar's Department.

OTHER CHARGES

Particulars	Charges
Appeal to review examination results	RM 100.00 per course
Obtain a second copy of the examination result	RM 10.00 per trimester result
Extra copy of transcript	RM 10.00 per copy
Payment for change of programme	RM 200.00 per application
Penalty for late registration/re-activate student status/late payment of the trimester fees	RM 200.00 per trimester

ESTIMATED LIVING COST FOR A SINGLE STUDENT

The estimated cost of living expenses for a single student who is studying at UUM Main Campus, Sintok are as follows:

Expenses	Cost per month (RM)	Cost per year (RM)
Accommodation	1000.00	12000.00
Food	1000.00	12000.00
Transport	350.00	4200.00
Others	500.00	6000.00
Total	**2850.00**	**34200.00**

SECTION 4
Rules and Regulations
of Postgraduate Studies

The information given in this Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia is accurate at the time of printing (August 2021). The University reserves the right to make amendments to the contents as may be deemed necessary from time to time.

RULES AND REGULATIONS

The Rules and Regulations of Postgraduate Studies, Universiti Utara Malaysia (Amendments) are stipulated in Section 12 of the UUM Act (Postgraduate Studies) 1990 and are deemed to be effective from July, 18th 1999. The postgraduate programmes offered are Postgraduate Diploma, Master and Doctoral Programmes.

1.0   DEFINITION

These Rules and Regulations of Postgraduate Studies Universiti Utara Malaysia (Amendments) Section 12 of the UUM Act (Postgraduate Studies) 1990 apply, unless specified otherwise:

1.1   '**Academic Advisor**' means an academic staff member of the University appointed by the Schools or Graduate School to advise, guide and monitor the progress of a student and to coordinate the programme of study;

1.2   '**Academic Member**' means a full-time academic staff member or teaching staff on a permanent or contract position;

1.3   '**Active Student**' means a student who activates his/her student status in every trimester of study at this University;

1.4   '**Applicant**' means a person who applies for admission into a postgraduate programme at this University;

1.5   '**Audit Course**' means a course registered by a student for which the grade will not be considered for the CGPA calculation;

1.6   '**Candidate**' means a postgraduate research student who has successfully defended his/her research proposal;

1.7   '**CGPA**' means Cumulative Grade Point Average obtained in all trimesters;

1.8   '**College**' means the main academic entity which consists of and includes schools, departments, disciplines and academic programmes;

1.9   '**Comprehensive Examination**' means an examination to evaluate the overall academic ability of a student and which will enable the student to proceed with the doctoral programme;

1.10   '**Core Course**' means a compulsory course as specified by the programme;

1.11   '**Co-Supervisor**' means a person appointed jointly with another supervisor to supervise a thesis, dissertation, research paper or project paper of a student. The person can be appointed from other department, school, college or university;

1.12   '**Coursework**' means work assigned to and done by a student within a given period, which is assessed as an integral part of the programme;

1.13   '**Coursework structure**' means the structure of a programme of study with a research component of less than fifty percent (50%);

1.14   '**DBA**' means Doctor of Business Administration;

1.15   '**Dean**' means the Dean of Graduate School;

1.16   '**Degree**' means an award conferred by the University to a student who has fulfilled the programme requirements;

1.17   '**Dissertation**' means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by mixed mode;

1.18   '**Elective Course**' means an optional course as specified by the programme;

1.19   '**Examination**' means any form of evaluation to measure a student's performance;

1.20   '**External Examiner**' means a person from another university appointed by the Graduate School to evaluate the performance of a master's or doctoral students;

1.21   '**Graduate School**' means a unit set-up in the College to administer postgraduate programmes;'Internal Examiner' means an academic staff member of the University appointed by the Graduate School to evaluate the performance of a master's or doctoral student;

1.22   '**Main Supervisor**' means a person appointed to head the supervisory group whenever a student has more than one (1) supervisor;

1.23   '**Mixed mode programme**' means postgraduate programmes with at least a fifty per-cent (50%) research component;

1.24   '**PhD**' means Doctor of Philosophy;

1.25   '**Postgraduate Committee**' means the committee set-up at the College to look into all issues pertaining to postgraduate studies;

1.26   '**Postgraduate Diploma**' means an award conferred by the University to a student who has fulfilled the requirements of a Postgraduate Diploma Programme;

1.27   '**Postgraduate Examiners Board**' means the committee set-up at the College to look into all examination matters in postgraduate studies;

1.28   '**Postgraduate Studies Unit**' means a unit set-up by the University to manage, administer and coordinate postgraduate programmes;

1.29 '**Programme**' means a programme of postgraduate studies, i.e. Postgraduate Diploma or Master or Doctoral or equivalent;

1.30 '**Pre-requisite Course**' means a course that must be fulfilled by a student as a condition to register for another course or before defending their proposal in the programme;

1.31 '**Project Paper**' means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is less than twelve (12) and the grade will be taken into account when calculating the CGPA;

1.32 '**Qualifying Examination**' means any test or examination determined by the School to evaluate the qualification or level of academic achievement of a student of a postgraduate programme;

1.33 '**Repeat Semester**' means a semester where a student has to repeat all courses taken in that trimester, in which the CGPA is less than 2.67 (i.e. 2.00 – 2.66) for the first time.

1.34 '**Research Paper**' means an academic composition or a documentation of a research component prepared and submitted by a student for the award of a degree of a programme by coursework, in which the number of credit hours is twelve (12) and the grade will not be taken into account when calculating the CGPA;

1.35 '**Residential Requirement**' means residing on campus for a specified/required period of time;

1.36 '**Semester**' means a period of academic study as stipulated by the University;

1.37 '**Senate**' means the Senate of Universiti Utara Malaysia;

1.38 '**Student**' means a person who has registered for a postgraduate programme at this University;

1.39 '**Supervisor**' means a person appointed to supervise a student's thesis/ dissertation/research paper/project paper;

1.40 '**Thesis**' means an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of a programme by research;

1.41 '**Thesis Committee**' means a committee of two (2) or more members including a chairperson set-up by the respective Graduate School to supervise a research and/or evaluate a student's performance;

1.42 '**Thesis Examination Board**' means the panel set-up by a particular Graduate School/School to evaluate a thesis or dissertation and conduct the oral examination;

1.43 '**Transfer Student**' means a student from another institution of higher learning who is transferred to Universiti Utara Malaysia;

1.44 '**Trimester'** means a period of academic study as stipulated by the university which divides the academic year into three (3) part;

1.45 '**University**' means Universiti Utara Malaysia;

1.46 '**Viva Appeals Committee**' means a committee set-up by the University to look into a student's appeal against the result of a viva voce.

2.0 ADMISSION CRITERIA

2.1 Postgraduate Diploma Programme

Applicants for the Postgraduate Diploma Programme must possess:

a) a bachelor's degree from Universiti Utara Malaysia; **or**

b) a bachelor's degree or its equivalent from any other universities recognised by Universiti Utara Malaysia; **or**

c) any other equivalent qualifications recognised by Universiti Utara Malaysia.

2.2 Master's Programme

2.2.1 Master's Programme by Research

Applicants for a Master's Programme by research must possess:

a) a bachelor's degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; **or**

b) a bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and relevant work experience; **or**

c) any other equivalent qualifications recognised by the University Senate; **and**

d) fulfil the English language requirement as set by the University Senate.

2.2.2 **Master's Programme by Coursework and Mixed Mode**

I) Applicants for a Master's programme at **UUM College of Arts and Sciences** and **UUM College of Law, Government and International Studies** must possess:

a) a bachelor's degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75; or**

b) a bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 to 2.74 and **relevant work experience**; **or**

c) **a diploma** from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience, 35 years** or older and passed **APEL assessment (level 7)**; **or**

d) any other equivalent qualifications recognised by the University Senate; **and**

e) fulfil the English language requirement as set by the University Senate.

II) Applicants for a Master's programme at **UUM College of Business** must possess:

a) A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75; or**

b) A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than 2.75 and have at least **five (5) years** of relevant work experience which may be considered, subject to the interview by Postgraduate Committee; or

c) **a diploma** from any institution of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience** and shall be **35 years of age** or older and passed **APEL assessment (level 7); and**

d) fulfil the English language requirement as set by the University Senate.

2.2.3   **Master of Business Administration (MBA) Programme**

Applicants for MBA programme must possess:

a) A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **2.75** and have at least **three (3) years** of work experience relevant to the chosen area of specialisation; or

b) A bachelor's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of less than **2.75** and have at least **five (5) years** of relevant work experience may be considered, subject to the interview by the Postgraduate Committee; or

c) **a diploma** from any institutions of higher learning recognised by the University Senate with at least **ten (10) years of relevant work experience** and shall be **35 years of age** or older and passed **APEL assessment (level 7); and**

d) fulfil the English language requirement as set by the University Senate

2.3   **Doctoral Programme**

2.3.1   Applicants for a **Doctor of Philosophy (PhD)** programme must possess:

a) a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate; **or**

b) A Bachelor's Degree with CGPA of at least 3.67/First Class or equivalent from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate and pass the interview conducted by the Postgraduate Committee; or

c) any other equivalent qualifications recognised by the University Senate;

d) A Bachelor's degree candidates who are registered for master's degree programmes may apply to convert to the Doctor of Philosophy programme subjected to the following conditions and to the Senate approval:

    i.   The candidate with a minimum of CGPA 3.00 to 3.66 bachelor's degree and published at least one (1) indexed journal article in Web of Science/SCOPUS.

    ii.   The candidate must obtain a strong recommendation from the supervisor.

    iii.   The application is to be submitted in the second semester of studies or between 9 to 18 months of the study program.

    iv.   The application can be submitted ONCE only throughout the candidature.

and

e) fulfil the English language requirement as set by the University Senate.

2.3.2   Applicants for the Doctor of Philosophy (PhD) programme under Othman Yeop Abdullah Graduate School of Business and UUM College of Business must possess a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with CGPA, of at least 3.00 (for a master degree with CGPA); **and**

i) Should attach a motivational letter and research proposal.

ii) Must propose supervisors' name who have already agreed with the research topic.

iii) Those who are short listed will be called for an interview session.

2.3.3   Admission to a **Doctor of Business Administration (DBA)** degree can be granted by meeting the following criteria:

a) possess a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate or any other equivalent qualifications recognised by the University Senate; **and**

b) have a minimum of five (5) years of work experience relevant to the chosen area of specialization; and

c) fulfil the English language requirement as set by the University Senate.

Note: A Senior Manager or equivalent position, holding a bachelor's degree with at least ten (10) years of relevant work experience and passed APEL assessment (level 8) may also be considered.

2.3.4   Applicants for a **Doctor of Education (Ed.D)** programme must possess:

    a)   a master's degree from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least **3.00; or**

    b)   any other equivalent qualifications recognised by the University Senate; **and**

    c)   fulfil the English language requirement as set by the University Senate.

2.3.5   Applicants for a **Doctor of Management (D.Mgmt.)** programme must hold a **senior position with**:

    a)   a master's degree recognised by the University Senate and have at least **five (5) years** of work experience in the area relevant to the research topic;

    b)   1st class Bachelor Degree with Honours (CGPA >= 3.67) and have at least TEN (10) years of work experience in the area relevant to the research topic; **Or**

    c)   A Bachelor's degree candidates with CGPA within 3.00 to 3.66 who are registered for Master of Science (Management) via research mode programme may apply to convert to the Doctor of Management programme subjected to the following conditions and to the Senate approval:

        i.   Complete TWO (2) pre-requisite courses (Academic Writing SCLE6014 and Research Methodology SZRZ6014);

        ii.   Present progress report of research work at colloquiums arranged by the Graduate School;

        iii.   Successfully defend a research proposal within 9 to 18 months to a Proposal Defence committee.

        and

    d)   fulfil the English language requirement as set by the University Senate.

Note:

1.   *Student admission is subjected to the fulfilment of specific requirements set by the respective Graduate Schools and programmes.*

2.   *0.05 point will be added to the current CGPA for each year of relevant work experience, if the Postgraduate Committee believes that the candidates have the potential to be admitted. The adjusted CGPA should not, however, exceed the total CGPA of 3.75.*

3.0 ENGLISH LANGUAGE REQUIREMENT

3.1 All international candidates should meet any one of the following English language requirements set by the University before they are accepted for admission.

3.1.1 Satisfy **any one** of the following English language assessments with the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduates during the study:

a) TOEFL score of between 477 to 549 for Paper Based Test
b) TOEFL score between 53 to 79 for Internet Based Test
c) IELTS of Band 5.5
d) MUET of Band 3.0
e) Cambridge English Advanced Test score of between 162 to 168
f) Pearson Test of English Academic score of between 42 to 49

3.1.2 Satisfy any one of the following English language assessments without the requirement to attend the SCLE4186 Academic English Language Enhancement for Postgraduate during the study:

a) TOEFL Score of 550 and above in the Paper Based Test
b) TOEFL Score of 80 and above in the Internet Based Test
c) IELTS of Band 6.0 and above
d) MUET of Band 4.0 and above
e) Cambridge English Advanced Test score of 169 and above
f) Pearson Test of English Academic score of 50 and above

3.1.3 Exemption for meeting the above English Language requirement are given to candidates with any of the following qualifications:

a) Obtain a degree from any institutions with English language Education System
b) Obtain a degree from any Public University in Malaysia with English as a language of instruction
c) Obtain a degree from any Private University or College University in Malaysia that are listed in Malaysian Qualifications Register (MQR)

3.1.4 Students who do not meet any of the above English language requirement will not be allowed to register for courses or continue with their programme of study. They may attend the **Intensive Language Course for International** Students that will prepare and assist them for their MUET examination.

3.2 **Intensive English Language Course for International Students**

3.2.1 The Intensive English Language Course for International Students is a course designed especially for international candidates who have not demonstrated an acceptable level of English language proficiency upon entrance into the University.

3.2.2   Students who do not fulfil the English Language requirement within two (2) years will cause the offer to be withdrawn and be terminated from the university.

Note: Students registered for programmes offered by OYAGSB must fulfil requirements either as in 3.1.2, 3.1.3, or 3.1.4 and 3.2.

4.0   APPLICATION PROCEDURE

Applicants must complete application form and forward it to the Dean at the respective Graduate School, on or before the closing date. Only fully-completed application forms will be processed.

5.0   ACADEMIC SESSION

UUM Academic Session consists of three (3) trimesters per academic session.

6.0   REGISTRATION

6.1   **Course Registration**

6.1.1   New Students

a)   New students must register **within the first two (2) weeks** of the commencement of the trimester. Students who fail to register during this specified period without prior approval from the Dean will be deemed to have rejected the offer.

b)   All **fees** must be paid before registration.

6.1.2   Students Currently Pursuing Programmes at the University

a)   All students must register **within the first two (2) weeks** of the commencement of every trimester.

b)   Students who do not register within the stipulated time without prior approval from the Dean to defer registration, can have their studies terminated.

c)   All fees must be paid within thirty (30) days of the commencement of the trimester.

d)   Students who fail to pay the fees will have their status and all registered courses for the trimester revoked and have their studies terminated.

6.2 **Registration after Submission of Thesis**

6.2.1 Candidates who are submitting their thesis (for examination or viva) in the current trimester of study must fulfil the following conditions:

a) must register in the following trimester but no fees (excluding viva fees) will be charged until the examination of the thesis is completed;

b) if the thesis is submitted **within thirty (30) days** of the commencement of the trimester, candidates will not be charged for tuition and other recurring fees in the trimester;

c) if the thesis is submitted after thirty (30) days of the commencement of the trimester, tuition and other recurring fees in the trimester will be charged.

6.2.2 Candidates who have to make amendments to their thesis after viva, fees are subject to the following conditions:

a) if the final thesis is submitted **within thirty (30) days** after the commencement of the new trimester, **no fees will be charged**.

b) if the final thesis is submitted **after thirty (30) days** after the commencement of the new trimester, **tuition and other recurring fees will be charged**.

6.3 **Registration in Other Institutions of Higher Learning**

6.3.1 A student is not allowed to register concurrently for more than one programme of study which leads to the award of a diploma/ undergraduate degree/postgraduate degree whether at the University or at any other institution or university.

6.3.2 Notwithstanding anything stated under para 6.3.1 above, a student is allowed to register concurrently in a situation where the university has a collaborative programme with another University or other institutions that leads to the award of a degree.

6.3.3 Students who do so as in 6.3.1 can have their candidature at this University terminated.

7.0 MODE OF STUDY

7.1 Students are allowed to pursue a programme either on a full-time or part-time basis, starting from the registration date till the completion of study.

7.2 Students who are in any form of employment must provide evidence from their employer that they have the approval to study on a full-time or a part-time basis.

7.3   Students are allowed to apply to the Dean of the respective Graduate School to change their mode of study from full-time to part-time or vice versa. Change can only be made ONCE.

7.4   In exceptional circumstances, students will be allowed to revert to their original mode of study, subject to an appeal and with reasonable excuse to the Dean of the respective Graduate School.

8.0   CHANGE OF PROGRAMME

8.1   Students are allowed to change the programme only **ONCE** during their course of study.

8.2   Application to change a programme must be made **within two (2) weeks** after the examination result has been released by the University.

8.3   Students have to pay a non-refundable fee of **RM200.00** when applying for a change of programme.

8.4   A research proposal must be enclosed with the application to change a programme by coursework to a programme by full research.

8.5   Application to change a programme must be approved by the respective Dean of the School and the Dean of the respective Graduate School.

8.6   Approval for the new programme will be effective in the following trimester.

9.0   DEFERMENT OF STUDY

9.1   **Successful Applicants**

Applicants who have been accepted to a programme of study but have not registered yet can opt to defer their registration by sending in a written application to the Dean of the respective Graduate School. The period of deferment cannot exceed one (1) trimester.

9.2   **Students Currently Pursuing Programmes at the University**

9.2.1   Students can request to defer their programme of study by sending a written application providing reasonable grounds to the Dean of the respective Graduate School.

9.2.2   Students may be permitted to defer their study in any trimester if they have a **prolonged health problem**. In this case, a letter from a recognised medical officer or appropriate authority is needed to confirm the condition. The period for which students are permitted to defer the trimester will **not be included** in the maximum period permitted to obtain a degree.

9.2.3 Students may be permitted to defer their study in any trimester for any reasons other than health problems with the permission of their sponsor (if any), and the permitted period for deferment will be included in the maximum period permitted in obtaining a degree.

9.2.4 Deferment can be allowed for a period of **not less than one (1) trimester but not exceeding three (3) trimesters for students under three trimester per academic** session, during the entire duration of study.

9.3 Students who have been allowed to defer their period of study will not be deemed active students of this University and as such, are not eligible to use any of the facilities accorded to registered students, except to seek advice on the continuation of their period of study.

10.0 PERIOD OF STUDY

10.1 Postgraduate Diploma:

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Two (2) trimesters	Five (5) trimesters
Part-time	Three (3) trimesters	Nine (9) trimesters

10.2 Master's programme: (coursework & mixed mode)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Three (3) trimesters	Nine (9) trimesters
Part-time	Five (5) trimesters	Fifteen (15) trimesters

10.3 Master's programme: (research)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Two (2) years [six (6) trimesters]	Three (3) years [Nine (9) trimesters]
Part-time	Three 3 years [nine (9) trimesters]	Five (5) years [fifteen (15) trimesters]

10.4   Doctoral programme: (mixed mode & research)

Mode	Minimum Period (trimesters)	Maximum Period (trimesters)
Full-time	Three (3) years [nine (9) trimesters]	Five (5) years [fifteen (15) trimesters]
Part-time	Four (4) years [twelve (12) trimesters]	Seven (7) years [twenty one (21) trimesters]

11.0   PROGRAMME STRUCTURES

11.1   Students can choose one of the following programme structures (subject to the type of programme offered):

11.1.1   by coursework only; **or**

11.1.2   by mixed mode (for master and doctoral programmes); **or**

11.1.3   by research only (for Master and Doctoral programmes)

11.2   Students must successfully complete the required credit hours of the coursework and/or dissertation as specified in each programme to be eligible for an award of a degree.

12.0   CREDIT HOUR TRANSFER

12.1   Students who have taken courses at the postgraduate level at other universities and have obtained the degree, which is recognised by the University, can apply for credit hour transfer for the subjects which are deemed equivalent to the subjects required by the University programme.

12.2   Students should obtain at least a B grade for the course to be eligible for a credit hour transfer.

12.3   The University reserves the right to conduct a test for the course to be transferred.

12.4   The validity of courses for a credit hour transfer must be less than five (5) years from the application date.

12.5   The maximum number of credit hours transferable cannot exceed one third (1/3) of the total credit hours of the programme of study.

12.6   Application for a credit hour transfer must be made in writing to the Dean of the respective Graduate School in the first two (2) months of the first trimester of the candidature.

13.0 COURSEWORK AND MIXED MODE PROGRAMMES

13.1 Registration Modes for Coursework

13.1.1 Course with Credit Hour

Courses registered for with credit hour (core and elective courses) will be taken into account for CGPA calculation.

13.1.2 Course without Credit Hour

Courses registered for without credit hour or by audit will not be taken into account for CGPA calculation.

13.1.3 Pre-requisite Course

Students who are required to register for pre-requisite course(s) must obtain a passing grade (i.e. B grade) as a condition to proceed with their programme of study. However, the grade will not be taken into account for CGPA calculation.

13.2 Course Registration

After discussing with an Academic Advisor on the choice of courses, students pursuing a programme of study by coursework must register the selected courses **within the first two (2) weeks** of the commencement of each trimester. The number of courses registered for must be within the minimum and maximum number of credit hours allowed in each trimester except in cases where the student has fulfilled all other coursework requirements.

13.3 Adding and Dropping Courses

Students can add or drop the registered courses within the first **two (2) weeks** of the commencement of each trimester with the advice of an Academic Advisor. Courses dropped during this stipulated period will not be taken into account for calculation of the CGPA. The adding or dropping of courses is subject to the minimum and maximum number of credit hours allowed in each trimester.

13.4 Course Load

Full-time students pursuing a programme of study other than full research can take a minimum of **twelve (12) credit hours** and a maximum of **sixteen (16) credit hours** each trimester. **Part-time** students can take between **three (3) and eight (8) credit hours** each trimester. This total does not include courses registered as audit.

13.5 Project Paper/Research Paper/Dissertation

13.5.1 The number of credit hours for Project Paper/Research Paper/ Dissertation is determined by each programme of study.

13.5.2   Students are allowed to start their Project Paper/Research Paper/ Dissertation after they have successfully completed and passed all pre-requisite courses as specified by programme of study.

14.0   RESEARCH PROGRAMME

14.1   The Graduate School will determine the courses that students by research have to take before they are allowed to defend their proposal.

14.1.1   Master's students by research are required to:

a) fulfil a maximum of **eight (8)** credit hours of courses;
b) pass all courses with at least a **B grade; and**
c) complete all courses within the first two (2) trimesters of study.

14.1.2   Doctoral students by research are required to:

a) fulfil a maximum of **eight (8)** credit hours of courses;
b) pass all courses with at least a **B grade; and**
c) complete all courses within the first two (2) trimesters of study.

14.2   The thesis must be prepared in accordance with the "Guidelines for Postgraduate Thesis Preparation" of the respective Graduate School.

14.3   Candidates are not allowed to submit a research work that has already been submitted to this University or any other universities, but they can include any portions of the said thesis and make appropriate reference to the usage of the said portions.

14.4   Candidates must submit three (3) copies of a thesis comprising two (2) bound copies and one (1) unbound copy (soft copy in PDF format) within sixty (60) days after the thesis has been approved, to the Dean of the respective Graduate School.

14.5   To publish an approved thesis, or any portions of it, candidates must indicate clearly that the said thesis was submitted to this University in fulfilment of a programme of study.

14.6   With the approval of the Thesis Committee, candidates can use any portions of their thesis for the purpose of any academic publication during their candidature, subject to appropriate acknowledgement being made in the said publication.

14.7   The University reserves the right to use an approved thesis or otherwise, for teaching and research purposes.

14.8   Candidates are allowed to apply to this University to obtain a moratorium on the use of the thesis for a certain period of time before being allowed to be used by other parties. However, the University reserves the right to reverse this decision.

15.0   THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

15.1   **Thesis**

15.1.1   Thesis is an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of programme by research.

15.1.2   Thesis of a doctoral programme by research:

a)   must not exceed 100,000 words; and
b)   the colour of the thesis cover is maroon (for PhD) and Red (for Doctor of Management).

15.1.3   Thesis of a master's programme by research:

a)   must not exceed 60,000 words; and
b)   the colour of the thesis cover is green.

15.2   **Dissertation**

15.2.1   Dissertation is an academic composition or a documentation of an original research prepared and submitted by a student for the award of a degree of programme by mixed mode.

15.2.2   Dissertation of a doctoral programme by mixed mode:

a)   must not exceed 60,000 words; and
b)   the colour of the thesis cover is **dark brown.**

15.2.3   Dissertation of a master's programme by mixed mode:

a)   must not exceed 45,000 words; and
b)   the colour of the thesis cover is **blue black**.

15.2.4   Dissertation must be completed within the minimum period of two (2) trimesters or until the maximum period of study.

15.2.5   Students will be evaluated in an oral examination (viva voce) session.

15.3   **Research Paper**

15.3.1   Research Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **12 or more.**

15.3.2   The Research Paper must be completed within the minimum period of one (1) trimester or until the maximum period of study.

15.3.3   Students will be evaluated in an oral examination (viva voce) session.

15.3.4   The Research Paper must not exceed 30,000 words and the colour of the cover is **black**.

15.4   **Project Paper**

15.4.1   Project Paper is a documentation of a research component prepared and submitted by students for the award of a degree of a programme by coursework, in which the number of credit hour is **less than 12**.

15.4.2   The Project Paper must be completed within the minimum period of one (1) trimester or until the maximum period of study.

15.4.3   For Master of Business Administration programme, students are required to complete the Project Paper within the minimum period of one (1) trimester and maximum of two (2) trimesters. Students will be terminated from their studies if they fail to complete within allowable maximum period.

15.4.4   Students will be evaluated based on the Project Paper submitted to the supervisor and a reviewer.

15.4.5   The Project Paper must not exceed 30,000 words (for Master of Business Administration programme must be between 12,000 to 15,000 words) and the colour of the cover is **black**.

16.0   **THESIS SUPERVISOR/THESIS COMMITTEE**

16.1   **Thesis Supervisor and Thesis Committee**

16.1.1 Students pursuing a programme of study by research will be guided by:

a)   one Supervisor; **or**
b)   one Main Supervisor and a Co-supervisor; **or**
c)   a Thesis Committee comprising at least three (3) members.

16.1.2 Appointment of Supervisor(s) for doctoral students must be among:

a)   Professors; **or**
b)   Academic staff members with a doctoral degree in a related field and have obtained the doctoral degree within the last two (2) years;
c)   A co-supervisor (if any), can be appointed from among academic staff members or non-academic staff members in a related field whose doctoral degree is approved by the University Senate.

16.1.3 The supervisor for Doctor of Management student must:

    a) be a Senior Lecturer and above with a doctoral degree;
    b) have more than ten (10) years of experience being a lecturer; and
    c) be above 35 years old.

16.1.4 Appointment of Supervisor(s) for master's students must be among:

    a) Academic staff members with at least a master's degree in a related field and with at least five (5) years of work experience.
    b) A co-supervisor (if any), can be appointed among non-academic staff members whose master's degree (minimum qualification) is approved by the University Senate.

16.2 **Families Ties**

The appointed supervisor should not have any close family ties with the candidate (example: parents (father/mother), brother or sister, husband or wife, or close relatives).

16.3 **Changing Supervisor(s)**

16.3.1 Under exceptional and reasonable circumstances, a master's student can apply for a change of the appointed Supervisor during the first trimester, while a PhD student is allowed to do so during the first three (3) trimesters.

16.3.2 If for any reasons the Supervisor or the Main Supervisor or the Co-supervisor or any of the Committee Members is unable to fulfil his/her obligation, the Dean of the respective Graduate School must appoint another academic staff member to carry out the said function for a period deemed appropriate.

16.4 Supervisor is not allowed to withdraw from being a supervisor without any strong reason. An official application for withdrawal has to be made by the supervisor to the Dean of the Postgraduate School concerned so that proper consideration can be made by the Appeal Committee.

17.0 RESPONSIBILITIES OF SUPERVISOR, CO-SUPERVISOR AND THESIS COMMITTEE

17.1 When a Co-supervisor is appointed, the Main Supervisor will bear the greater responsibility of supervising whilst the Co-supervisor will assist the Main Supervisor.

17.2 A Supervisor or Thesis Committee members have the responsibility to supervise the work and progress of their student until the thesis is deemed fit for assessment and oral examination. The Supervisor or the Main Supervisor and the Co-supervisor or the Thesis Committee Members will evaluate the thesis and determine if the candidate is ready to take an oral examination (viva voce).

18.0   PROPOSAL DEFENCE

18.1   **Full-time Doctoral students by Research**

18.1.1   Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.1.2   Full-time Doctoral students must defend their proposal within eighteen (18) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.1.3   Students, who failed to defence within eighteen (18) months from the date of admission will be terminated.

18.1.4   Students, who defended their proposal but failed, are allowed to appeal for re-defend within twenty four (24) months from the date of admission.

18.1.5   Students, who fail in their re-defence, will be terminated from their studies.

18.1.6   Students, who fail to re-defence within twenty four (24) months will be terminated.

18.2   **Part-time Doctoral students by Research**

18.2.1   Students, who have successfully completed the pre-requisite courses, must present their research ideas at a colloquium/symposium organized by the respective School/Graduate School before defending their proposals.

18.2.2   Part-time doctoral students must defend their proposal within twenty four (24) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.2.3   Students, who failed to defence within twenty four (24) months from the date of admission will be terminated.

18.2.4   Students, who defended their proposal but failed, are allowed to appeal for re-defend within thirty six (36) months from the date of admission.

18.2.5   Students, who fail in their re-defence, will be terminated from their studies.

18.2.6   Students, who fail to re-defence within twenty four (24) months will be terminated.

18.3 **Full-time Master's Students by Research**

18.3.1 Full-time master's students must defend their proposal within nine (9) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.3.2 Students, who failed to defence within nine (9) months from the date of admission will be terminated.

18.3.3 Students who defended their proposal but failed are allowed to appeal for re-defend within twelve (12) months from the date of admission.

18.3.4 Students, who fail in their re-defence, will be terminated from their studies.

18.3.5 Students, who fail to re-defence within twelve (12) months from the date of admission will be terminated.

18.4 **Part-time Master's Students by Full Research**

18.4.1 Part-time master's students must defend their proposal within twelve (12) months from the date of admission. Notification for intent to defend proposal defend must be submitted at least one (1) month prior to the proposed date.

18.4.2 Students, who failed to defence within twelve (12) months from the date of admission will be terminated.

18.4.3 Students, who defended their proposal but failed, are allowed to appeal for re-defend within eighteen (18) months from the date of admission.

18.4.4 Students, who failed in their re-defence, will be terminated from their studies.

18.4.5 Students, who failed to re-defence within eighteen (18) months from the date of admission will be terminated.

19.0 DEFENCE OF THESIS OR ORAL EXAMINATION (VIVA VOCE)

19.1 **Doctoral Candidates**

19.1.1 Full-time doctoral candidates:

a) Can submit their theses for oral examination (viva voce) earliest after **twenty four (24) months or two (2) years** from the date of admission.

b) Should submit their theses within **sixty (60) months or five (5)** years from the date of admission.

19.1.2   Part-time doctoral candidates:

a) Can submit their theses for oral examination (viva voce) after **thirty six (36) months or three (3) years** from the date of admission.

b) Not prejudicing the above-said, theses shall be submitted within **eighty four (84) months or seven (7) years** from the date of admission.

19.1.3   Candidates who fail to submit their theses within the specified period will be deemed Fail.

19.2   **Master's Candidates**

19.2.1   Full-time master's candidates:

a) Can submit theses for oral examination (viva voce) earliest after **eighteen (18) months** from the date of admission.

b) Subject always to the threshold limit of **thirty six (36) months or three (3) years** to submit antecedent from the date of admission into their course.

19.2.2   Part-time master's candidates:

a) Can submit theses for oral examination (viva voce) earliest after **twenty four (24) months or two (2) years** from the date of admission.

b) Subject always to the threshold limit of sixty (60) months of five (5) years to submit antecedent from the date of admission into their course.

19.2.3   Candidates who fail to submit their theses within the time specified shall be deemed **Fail**.

20.0   FORMAT OF THESIS

Candidates are required to abide and conform to the thesis format guideline specified by respective graduate schools before submission for Oral Examination of Thesis (viva voce). Students are fully responsible to proof read their theses before submission.

21.0   ORIGINALITY OF THESIS

21.1   Thesis submitted to the Graduate School for proposal defence and viva voce will be evaluated for its originality by the UUM Library.

21.2   The similarity index should not be more than twenty percent (20%).

22.0   THESIS EXAMINATION BOARD

22.1   A Thesis Examination Board will be set-up for Oral Thesis Examination (viva voce) when a candidate fulfilled all the requirements and upon approval of the supervisor(s).

22.2   **Members of the Thesis Examination Board comprise**:

a)   a Chairperson;
b)   one Internal Examiner; and
c)   at least one External Examiner.

If the candidate is a staff member of UUM, the members of the Thesis Examination Board will consist of a Chairman and two (2) External Examiners from other universities.

Note:
Priority of the appointment for the External Examiner for Doctor of Management candidate will be given to individual with industrial background.

22.3   **Chairman of the Thesis Examination Board**

22.3.1   The Chairman of the Thesis Examination Board for doctoral candidates must be a(an):

a)   Assistant Vice-Chancellor; **or**
b)   Dean; **or**
c)   Professor; **or**
d)   Associate Professor with a doctoral degree and has successfully produced at least one (1) doctoral student.

22.3.2   The Chairman of the Thesis Examination Board for master's candidates must be a(an):

a)   Dean; **or**
b)   Associate Professor; **or**
c)   Head of Department; **or**
d)   academic staff member with a doctoral degree.

22.3.3   Roles and responsibilities of the Chairperson:

a)   shall facilitate and assist the examiners to reach a consensus of the viva voce result;

b) shall not influence the decision of the viva-voce by the examiners;

c) may intervene in the examining process if she/he considers that fairness to the candidate is at risk;

d) provide a written report on the overall running of the session.

22.4 **The Appointment of Examiner**

22.4.1 The Examiner should be an expert in the same or relevant field as the candidate or whoever deemed suitable by the University.

22.4.2 The Internal and External Examiner for **doctoral and masters candidates** must have Doctoral qualification. At least one of the examiners must be of equal or above the supervisor(s) academic rank and designation.

22.4.3 The Internal and External Examiner must not:

a) have been involved in the supervision of the candidate or supervisor(s) as supervisor, co-supervisor or advisor;

b) be or have been, involved in any research and publication collaboration with the candidate for the past three (3) years;

c) have any current or previous familial or personal relationship with either supervisor(s) or candidate.

22.4.4 The Internal and External Examiners are **required to attend the viva-voce** session through any of these means:

a) video conference, skype or online conferencing;

b) attending in person;

c) not attending in person but have submitted comprehensive written report for the assessment.

22.5 The Supervisors (Main Supervisor and Co-supervisor) and the School Representative are not members of the Thesis Examination Board.

22.6 **Examination of Thesis and Dissertation**

22.6.1 Before the viva voce session

The Examiner will be given **five (5) weeks** to submit a report of a thesis/dissertation examination after the date of his/her formal appointment. If the Graduate School does not receive any response from the Examiner within the time specified, his/her appointment will be revoked and a new Examiner will be appointed.

22.6.2 After the viva voce Session

a) If the candidate was awarded Pass with Minor Revision Status, The Examiner(s) will be given up to two (2) weeks to submit the report of a thesis/dissertation examination after the date of correction is submitted.

b) If the candidate was awarded Pass with Major Revision Status, The Examiner(s) will be given up to four (4) weeks to submit the report of a thesis/dissertation examination after the date of correction is submitted.

c) If the Graduate School does not receive any response from the Examiner(s) within the specified, the correction is considered valid.

22.7 The Thesis Examination Board must recommend to the Senate via the Postgraduate Examination Board that a candidate be awarded the following **status**:

a) Pass – the candidate will be awarded the relevant degree; **or**

b) Pass with **Minor Revision** – the candidate will be awarded the relevant degree but, subject to amendments and corrections made **within three (3) months; or**

c) Pass with **Major Revision** - the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, within **six (6) months for a master's programme and nine (9) months for a doctoral programme**. A second viva voce session is not required; or

   Candidate can submit their corrections earliest after **two (2) months** for Master's candidates and **three (3) months** for Doctoral candidates.

d) **Re-viva** – the candidate is required to make major corrections to the thesis and resubmit it for another assessment to the examiners concerned, within **twelve (12) months for a master's and doctoral programme**. A second viva voce session is required.

   Candidate can submit their corrections for oral examinations (re-viva) earliest **after six (6) months** for both Master's and Doctoral candidates.

   The result of the re-viva will either be a Pass or Pass with **Minor Revision** (the candidate is required to make amendments and corrections to the thesis and submit it within three months) or **Fail**; or

e) **Fail** – the candidate has failed.

22.8 If the corrected or amended thesis/dissertation does not fulfil the requirements, the Examiner reserves the right to give the candidates a Fail status.

23.0 APPEAL AGAINST THE RESULT OF THE VIVA VOCE

23.1 Candidates of programme by research may appeal to the University if they are not satisfied with the result given by the Thesis Examination Board.

23.2 Only candidates who obtained fail status may appeal.

23.3 Appeal against the result of the viva voce must be submitted **in writing** to the Dean of the respective Graduate School within **a month** after the result was announced by the Thesis Examination Board.

23.4 The decision on the appeal is made by the **Viva Appeal Committee**, which consists of:

a) Deputy Vice-Chancellor as the Chairman;
b) Dean of the respective Graduate School;
c) Dean of the respective School;
d) A Professor as a Senate representative;
e) A Professor/ Associate Professor in the field related to the student's research area;

23.5 The officer appointed as a member of Viva Appeal Committee shall disclose to the University the fact of his interest in the matter and cease to be a member in the situation that would raise conflict of interest.

23.6 The Viva Appeal Committee may decide either to:

a) Reject student's appeal and uphold the decision made by the Thesis Examination Board; or
b) Appoint new Examiners (Internal and External Examiner) and reschedule a re-viva for student.

23.7 Appeal against the result of the viva-voce can only be made once.

24.0 ASSESSMENT AND EXAMINATION

24.1 Assessment

24.1.1 Students will be evaluated every trimester based on coursework (essay, projects, practical work, tests and other assignments) given during each trimester.

24.1.2 Types of examination are:

a) course examination (including continuous assessment throughout the trimester and/or the final trimester examination);
b) oral examination (viva voce);
c) thesis assessment;
d) other examinations as determined by the programme.

24.2 Assessment and Examination for Postgraduate Diploma and Master's Programmes

24.2.1 Assessment and examination for students pursuing a programme of study by coursework will be based on:

a) assessment and examination for the courses taken during each trimester;
b) Research Paper/Project Paper;
c) oral examination (viva voce) of the Research Paper as determined by the programme.

24.2.2 Assessment and examination for students pursuing a programme of study by research can consist of:

a) oral examination of a thesis proposal;
b) a written thesis;
c) oral examination (viva voce) before the Thesis Examination Board or as determined by the programme.

24.2.3 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed mode) can consist of:

a) examination of the courses taken during each trimester;
b) a written dissertation;
c) oral examination (viva voce) as determined by the programme.

24.3 **Assessment and Examination for Doctoral Programmes**

24.3.1 Assessment and examination for students pursuing a programme of study by research can consist of:

a) oral defence of a thesis proposal before a Thesis Committee;
b) a written thesis;
c) oral examination (viva voce) before the Thesis Examination Board as determined by the programme.

24.3.2 Assessment and examination for students pursuing a programme of study by coursework and dissertation (mixed mode) can consist of:

a) examination of the courses taken during each trimester;
b) qualifying examination, if necessary;
c) comprehensive examination;
d) a written dissertation;
e) oral defence of a dissertation proposal before a Thesis Committee;
f) oral examination (viva voce) before the Board of Examiners as determined by the programme.

24.4 Students are allowed to take an **oral examination (viva voce)** of the thesis **not more than two (2) times**.

24.5 **Qualifying and Comprehensive Examinations**

24.5.1 For certain programmes, students will be required to take a qualifying examination and/or a comprehensive examination to qualify for the award of a degree (for master's programmes) or to continue with the programme of study for a doctoral programme.

24.5.2   Students who fail the qualifying examination will be advised to take courses determined by an Academic Advisor.

24.5.3   Students who fail the comprehensive examination can repeat the examination.

24.5.4   The comprehensive examination will be conducted by a sub-examination committee comprising at least three (3) members (including the Academic Advisor) appointed by the College based on their areas of expertise. This Committee determines the scope of the examination. The Academic Advisor must inform the student of the examination requirements six (6) months before the examination is scheduled.

24.6   Students may appeal to the Senate of the University if they are not satisfied with the result given by the Examination Board.

25.0   GRADING SYSTEM

25.1   Students will be evaluated based on the following grading system:

Grade	Mark Scale	Grade Point
A+	90 – 100	4.00 (Excellent
A	80 – 89	4.00 (Excellent)
A-	75 – 79	3.67 (Good)
B+	70 – 74	3.33 (Good)
B	65 – 69	3.00 (Good)
B-	60 – 64	2.67 (Satisfactory)
C+	55 – 59	2.33 (Satisfactory)
C	50 - 54	2.00 (Fail)
C-	45 - 49	1.67(Fail)
D+	40 - 44	1.33 (Fail)
D	35 – 39	1.00 (Fail)
F	0 – 34	0.00 (Fail)
X	-	0.00 (Barred)
S	65 - 100	Satisfactory
US	0 - 64	Unsatisfactory
W	-	Withdraw
P/F	-	Pass/Fail
IP	-	In Progress

25.2 A **Project Paper** will be graded based on the above grading system, which will be taken into account in calculating the CGPA.

25.3 A master's Research Paper will be evaluated based on the following grading system:

Mark Scale	Grade Point
90 – 100	High Distinction
75 – 89	Distinction
60 – 74	Credit
55 – 59	Pass
0 – 54	Fail

25.4 A **Fail or F** grade can also be given to students who do not take the final examination on a subject for which they have registered, except for subjects that do not have a final examination which have been approved by the Postgraduate Committee of the respective Graduate School.

25.5 An **X grade** or a **Bar status** is a **non-redeemable** grade and will be given to students in any one of the three (3) circumstances:

a) Students are barred from taking an examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions;

b) Students are barred from taking examination when they recorded less than 80% of the total attendance in lectures or tutorial sessions in any courses that do not have a final examination;

c) Students are barred from taking examination when they enter the examination hall **more than thirty (30) minutes** after the examination starts without reasonable excuse.

25.6 **Satisfactory/Unsatisfactory or S/US** Grade will be given to students who register for **Audit** courses, which will not be taken into account for the calculation of the CGPA. Students are not allowed to change to audit status after the last day of the withdrawal date.

25.7 **Withdraw or W** Grade will be given to students who submit an application to the Dean of the respective Graduate School after obtaining an approval from the lecturer concerned to **withdraw from the examination**, but on the condition the application is made at least **one (1) week before the examination period.**

25.8 **In Progress or IP** Grade will be given to students who have not completed their Project Paper, Research Paper, Internship, Practicum or Dissertation. The number of credit hours will not be taken into account for the calculation of the CGPA. The IP Grade is subject to the following terms:

25.8.1 **Internship and Practicum**

    a) Students are allowed to complete their Internship/Practicum within the minimum period of **one (1) trimester** and the maximum period of **three (3) trimesters**.

    b) **IP** Grade will be given in the first and second trimester when students fail to submit their Internship/Practicum Report on the specified date;

25.8.2 **Project Paper and Research Paper**

    a) Students are allowed to complete their Project Paper/ Research Paper within the minimum period of **one (1) trimester** or until the maximum period of their study;

    b) **IP** Grade will be given in the first trimester when students register for Project Paper/ Research Paper or until the maximum period of their study;

    c) If students fail to submit their Project Paper/ Research Paper within the specified period of their final trimester (maximum) of study, they will be given a **Fail** status;

25.8.3 **Dissertation (for mixed mode programme)**

    a) Students are allowed to complete their dissertation within the minimum period of **two (2) trimesters** or until the maximum period of their study;

    b) **IP** Grade will be given in the first trimester when students register for dissertation or until the maximum period of their study;

    c) If students fail to submit their dissertation within the specified period of their final trimester (maximum) of study, they will be given a **Fail** status;

26.0   TERMS FOR CONTINUED REGISTRATION

26.1 **Pass Status**

Students who obtain a CGPA of more than 3.00 in the trimester will obtain a Pass status and is allowed to proceed to the next trimester.

26.2 **Conditional Pass Status**

Students who obtain a CGPA of less than 3.00 and at least **2.67 up to 2.99** in the trimester will obtain a Conditional Pass status. They be given a reminder to improve their CGPA to achieve a Pass status in the next trimester.

26.3 **Repeat Semester**

26.3.1 **Repeat Semester** is a trimester where students have to repeat all courses taken in that trimester, in which the CGPA obtained is less than 2.67 (i.e. 2.00 – 2.66) for the first time.

26.3.2 Students who are allowed to repeat the trimester will be given a reminder to improve their CGPA to achieve a Pass status in the next trimester.

26.3.3 All courses taken during the trimester will not be taken into account for the calculation of CGPA. However, they will remain on the students' academic records.

26.3.4 The status of Repeat Semester is given only once during the study period.

26.4 **Fail Status**

a) Students who obtain a CGPA of **less than 2.00** in any trimesters will be given a **Fail** status and will be **terminated** from the University.

b) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of **2.90 – 2.99** for the second time will be given a Fail status, but they are allowed to **continue** their study **without** having to appeal.

c) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of 2.80 – 2.89 for the second time will be given a Fail status, but they are allowed to **continue** their study **after** appeal.

d) Students who obtain a Conditional Pass status for the first time and obtain a CGPA of **less than 2.80** will be given a Fail status and will be **terminated** from the University.

26.5 Students as in 25.3, 25.4(b), 25.4(c) and 25.4(d), who obtain a CGPA of **less than 3.00** in the following trimesters will be **terminated** from the University.

27.0 TERMS FOR REPEATING COURSES

27.1 **Doctoral and master's students by full research** who have to register for courses as required by the Graduate School should obtain at least a B grade. Students who obtain less than a **B grade** are required to repeat the courses before they are allowed to proceed with their proposal defence.

27.2 Students who obtain a grade point of **less than 2.33 (C+)** in any courses will be required to **repeat** the course.

27.3 Students who obtain either a grade point of 2.67 (B-) or 2.33 (C+) are allowed to repeat the course. Their CGPA will be calculated based on the latest grade of the course.

27.4   Students are not allowed to repeat the examination of a course if they have obtained a grade point of 3.00 or B and above.

28.0   AWARD OF DEGREE

In order to be awarded a degree, students shall fulfil the following requirements:

a)   pass examination on all courses required by the programme of study and obtain a CGPA of at least 3.00;

b)   sit for any other examinations as required by the programme of study;

c)   fulfil all requirements of the **Universities and University Colleges Act** and other related acts;

d)   settle all debts to the university;

e)   students pursuing a programme of study **by research** must present and defend the thesis successfully;

f)   for PhD candidates:

   (i)   They shall produce at least one (1) article, accepted/published for publication in a Scopus Indexed Journal.

   (ii)   The article is produce individually or can be co-authored only with and consented by the supervisor(s).

   (iii) The article accepted or published must be based on the PhD candidate's research topic.

   (iv)   The article must be accepted or published during the candidacy.

   (v)   The article must be accepted or published before a viva-voce session.

g)   for Doctor of Business Administration (DBA) candidates:

   (i)   They shall produce at least one (1) case study or article by choosing either Option A or Option B, before viva voce.
          Option A: Publish at least one (1) case study; OR
          Option B: Publish at least one (1) article, which is published in a referred journal/professional business magazine (example: Malaysian Business, Marketeers, Accounts Today, The Asian Banker, HRM Asia, INSURANCE

   (ii)   The article or case study is produce individually or can be co-authored only with and consented by the supervisor(s).

(iii) The article or case study accepted or published must be based on the DBA candidate's research topic.

(iv) The article or case study must be accepted or published during the candidacy.

(v) The article or case study must be accepted or published before a viva-voce session.

h) for Doctor of Management (D.Mgmt) candidates:

(i) They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
Option A: Publish at least one (1) case study;
Option B: Produce at least one (1) article, which is published in a refereed journal
Option C: Produce at least 1 patented product co-owned by the candidate, supervisor(s), and UUM

(ii) The article or case study is produce individually or can be co-authored only with and consented by the supervisor(s).

(iii) The article or case study accepted or published must be based on the D.Mgmt candidate's research topic.

(iv) The patented product must be the output from the D.Mgmt candidate's research topic.

(v) The article or case study must be accepted or published during the candidacy.

(vi) The article or case study must be accepted or published before a viva-voce session.

(vii) The patented product must be registered during the candidacy or before the viva voce session.

29.0   TERMINATION OF STUDY

If students obtain an unsatisfactory academic report or have violated the **Universities and University Colleges Act 1971** or other related acts, the Graduate School is given the authority and sanctioned recommend to the Senate to have their study terminated.

30.0   POWER OF SENATE

The Senate can make exceptions to any of the terms under these Rules.

EXAMINATION RULES
(From paragraph 12 of UUM [Examinations] 1988)

1.0 BEFORE THE EXAMINATION

1.1 Students are required to check the examination time table to ensure there are no discrepancies in terms of the time and place of the examination on courses registered. Any changes made to the timetable will be displayed on the Notice Board of the respective Schools/Graduate Schools. Under no circumstances will an oversight in reading the timetable be accepted as an excuse for not attending any of the examinations.

1.2 Students must be present in the Examination Hall at the exact time as stipulated in the time table. Extra time will not be given under any circumstances. All students must bring their identity card/passport, examination slip and smart card. Students who fail to bring their examination slip will not be allowed to sit for the examination.

1.3 Students are not allowed to bring in or take out books, Papers, documents, photographs and printed materials from the Examination Hall, unless authorized by the Invigilator.

1.4 Students are allowed to bring stationery cases containing writing materials, pens, pencils, rulers and calculators to the Examination Hall.

1.5 Students are allowed to enter the Examination Hall fifteen (15) minutes before the scheduled examination time unless instructed by the Chief Invigilator. Students are not allowed to enter the Examination Hall thirty (30) minutes after the examination begins.

(Reminder: Students who are barred from sitting the examination will be given an 'X' Grade with a grade point of 0.00)

1.6 Students are free to choose any seats in the Examination Hall. Students are required to take their seats in a quiet and orderly manner.

2.0 DURING THE EXAMINATION

2.1 In the Examination Hall, students are required to:

a. fill the attendance slip and place it on the right hand corner of the table;

b. place their identity card/passports, examination slip and smart cards on the completed attendance slip. The Invigilators will collect and check the attendance slip. Students are reminded to take back their identity card/passport, examination slip and smart card after the said documents have been checked.

2.2 Students must write their matriculation number, identity card/passport number, date, course code/course description, lecturer's name and group (if any) on all answer scripts.

2.3 Students are not allowed to smoke in the Examination Hall.

2.4 Students are not allowed to communicate with each other during the examination. Students are advised to raise their hands should they need assistance from the Chief Invigilator or Invigilators.

2.5 An announcement will be made to indicate the end of the examination. Students must stop writing as soon as this announcement is made.

2.6 Students must tie their answer scripts together. Students are not allowed to leave the Examination Hall until all answer scripts have been collected by the Chief Invigilator/Invigilators.

2.7 Students are allowed to leave the Examination Hall half an hour after the Examination commences. However, students are not allowed to leave the Examination Hall fifteen (15) minutes before the examination ends.

2.8 Students who fall ill during the examination must inform the Chief Invigilator/ Invigilators as soon as possible.

2.9 Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination will be subjected to appropriate actions in accordance with the University Examination Rules.

3.0 STUDENTS WHO ARE UNABLE TO TAKE THE EXAMINATION

3.1 Students who are unable to sit for an examination on any of the courses registered must provide reasons in writing, by enclosing relevant supporting documents to the Dean of the respective Graduate School, before or within seven (7) days after the date of the scheduled examination. Failure to provide valid reasons for not attending the examination may result in the student getting F grade for the course. All enquiries regarding examination must be forwarded to the Dean of the respective Graduate School.

3.2 Students who fail to sit for all the scheduled examinations without valid reasons, accepted by the board of Examiners of the University or without prior approval of the Board will be deemed to have failed in the particular semester.

4.0   APPEAL ON EXAMINATION RESULTS

4.1   Students who wish to appeal against the result of the final examination, must submit their appeal in writing to the Dean of the respective Graduate School within two (2) weeks after the examination result has been announced. Any appeal received after the stipulated period will not be entertained.

4.2   Students must state the name of the course(s) for which the answer scripts are to be re-examined.

4.3   Students will be charged RM100.00 per course to be re-examined. Payment should be made to the Bursar's Department. The payment slip should be enclosed with the appeal letter.

4.4   The Dean of the respective Graduate School will set-up an appeal committee to re-examine the Paper to determine technical mistakes that exist in terms of addition of marks or any part of the answer not being marked or marks being given wrongly for any part of the answer.

4.5   The decision made by the Appeal Committee will be forwarded by the Dean to the University Senate for approval before the student concerned is informed about the result should there be a change in grade.

4.6   The decision made by the Senate is final.

5.0   REMINDER REGARDING ACADEMIC DISHONESTY

5.1   Interpretation of Academic Dishonesty:

a. Students who are caught cheating, attempting to cheat or assisting someone else to cheat in the examination.
b. Students who violate the Examination Regulations including plagiarism of thesis, dissertation, research Paper, Project Paper, assignments and others.
c. Students sitting for examinations or preparing assignments (Project Paper, thesis etc.) on behalf of other students.

5.2   Students who commit academic dishonesty will be brought upon the Academic Dishonesty Committee comprising:

     a. Deputy Vice-Chancellor (Academic and International) or Assistant Vice-Chancellor of the College concerned acting as the Chairperson

    Members
     b. Two (2) academic staff of the respective School;
     c. The Registrar or a representative (Secretary)

5.3   An inquiry will be held as soon as possible. If students are found guilty, one (1) of the following punishments will be imposed:

     a. Fail with F grade will be given for the course associated with the case (the F grade is not redeemable); or
     b. Fail with F grade will be given to all courses registered for during the said semester or some of the courses taken prior to the said semester (the F grade is not redeemable); or
     c. Fail with F grade will be given to all courses associated with the case (the F grade is not redeemable); or
     d. the case will be referred to the Student Disciplinary Committee.

5.4   Students who are caught plagiarising beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the board of examiners annulled and the master's or doctoral qualification revoked with immediate effect.

5.5   If students are found guilty by the Student Disciplinary Committee, one (1) or more of the following punishments can be meted out:

     a. a written warning will be issued and recorded on their academic record;
     b. a fine of not exceeding RM 200.00;
     c. exclusion from any specific part or parts of the University for a specified period;
     d. suspension from being a student of the University for a specified period;
     e. expulsion from the University.

5.6   The Vice-Chancellor can use his discretion where necessary to prevent students, who are found to have violated any of the regulations, from taking any examination or all the examinations, if he is satisfied and the evidence of prima facie exists regarding the said violation.

SECTION 5
Academic Information

AWANG HAD SALLEH GRADUATE SCHOOL OF ARTS AND SCIENCES

AWANG HAD SALLEH GRADUATE SCHOOL OF ARTS AND SCIENCE

INTRODUCTION

Like a beautiful countryside in which we are located, Awang Had Salleh Graduate School of Arts and Sciences is a rich blend of traditional and modern styles. We have developed a singular character to embrace those things that distinguish us from the others. We are proud to be having an ultimate quality in both the teaching and research as well as having a unique living and learning environment.

Awang Had Salleh Graduate School of Arts and Sciences provides an access to world-class resources across a wide range of disciplines. The variety of those disciplines are translated into industry-ready skills, hence becoming a competitive edge for graduates.

In a world without boundaries, most employers demand graduates who are able to possess not just qualifications, but also the experience and ability to contribute to the workplace. To meet these demands, Awang Had Salleh Graduate School of Arts and Sciences has developed designated programmes and partnerships with academic and industry partners, with a dense focus on applied learning. This helps to ensure that the skills and knowledge obtained at Awang Had Salleh Graduate School of Arts and Sciences are up-to-date and in high demand.

Undoubtedly, our programmes are approved by the Malaysia Qualifications Agency (MQA) and the Ministry of Education, Malaysia.

AHSGS MANAGEMENT TEAM

Assoc. Prof. Dr. Hisham Dzakiria
Dean

Dr. Siti Nazuar Sailin
Deputy Dean

Mdm. Suraya Deraman
Senior Principal Assistant Registrar

Dr. Nasiruddin Haron
Social Research Senior Officer
Research, Viva and Training Unit

Mdm. Rosmiza Ahmad
Assistant Officer
Enrolment and Customer Service Unit

Mdm. Nur Juaini Najwa Johari
Assistant Officer
Student Record and Administration Unit

AHSGS SERVICE DESK INFORMATION
(Feel free to contact us for all academic-administrative related matters inquiries)

Tel.   : **+604-928 5299**
E-mail   : **ahsgsservices@uum.edu.my**

PROGRAMMES OFFERED

UUM SINTOK

Postgraduate programmes offered at UUM Sintok Campus are as follows:

No.	Programme	Programme Structure
1	Doctor of Philosophy (PhD) – Field of study: ▪ Applied Linguistics ▪ Broadcasting ▪ Creative Industry Management ▪ Communication ▪ Computer Science ▪ Contemporary Malay Language Studies ▪ Correctional Studies ▪ Counselling ▪ Decision Science/Operational Research ▪ Education ▪ History ▪ Information Technology ▪ Information Systems ▪ Islamic Studies ▪ Mathematics ▪ Media Management ▪ Multimedia ▪ Psychology ▪ Social Work ▪ Social Studies ▪ Software Engineering ▪ Statistics	✓ Research
2	Doctor of Education (Ed.D.) - Areas of specialisation: ▪ Curriculum and Instruction ▪ Islamic Education ▪ Instructional Technology Leadership	✓ Coursework
3	Master of Science (Information and Communication Technology)	✓ Coursework
4	Master of Science (Information Technology)	✓ Coursework ✓ Coursework and Dissertation (Mix mode) ✓ Research
5	Master of Science (Intelligent System)	✓ Coursework and Dissertation (Mix mode) ✓ Research

No.	Programme	Programme Structure
6	Master of Science in Cybersecurity	✓ Coursework ✓ Coursework and Dissertation (Mix mode)
7	Master of Education (M.Ed.) – specialisation in: ▪ Curriculum and Instruction ▪ Educational Psychology ▪ English Language Teaching ▪ Instructional Technology ▪ Islamic Education ▪ Moral and Value ▪ Mathematics	✓ Coursework ✓ Coursework and Dissertation (Mix mode) ✓ Research
8	Master of Science (Educational Management)	✓ Coursework ✓ Coursework and Dissertation (Mix mode) ✓ Research
9	Master of Science (Principalship)	✓ Coursework ✓ Research
10	Master in Applied Linguistics	✓ Coursework ✓ Coursework and Dissertation (Mix mode) ✓ Research
11	Master of Arts (Contemporary Malay Language Studies)	✓ Coursework ✓ Coursework and Dissertation (Mix mode) ✓ Research
12	Master of Science (Counselling)	✓ Coursework ✓ Research
13	Master of Arts (Psychology)	✓ Research
14	Master of Social Work	✓ Coursework
15	Master of Arts (Social Work)	✓ Research
16	Master of Science (Correctional Science)	✓ Coursework
17	Master of Science (Managerial Communication)	✓ Coursework ✓ Coursework and Dissertation (Mix mode)

No.	Programme	Programme Structure
18	Master of Science (Media Management)	✓ Research
19	Master of Science (Multimedia Studies)	✓ Research
20	Master of Science Multimedia Studies	✓ Coursework ✓ Coursework and Dissertation (Mix mode)
21	Master of Arts (Communication)	✓ Research
22	Master of Science Multimedia Journalism	✓ Coursework ✓ Coursework and Dissertation (Mix mode)
23	Master of Science (Statistics)	✓ Research
24	Master of Science (Decision Science)	✓ Coursework and Dissertation (Mix mode) ✓ Research
25	Master of Science (Mathematics)	✓ Research
26	Master of Science (Data Analysis)	✓ Coursework
27	Master of Arts (History)	✓ Research
28	Master of Arts (Islamic Studies)	✓ Research
29	Postgraduate Diploma in Education – specialisation in: ▪ Malay Language ▪ Moral Education ▪ English Language Teaching	✓ Coursework
30	Postgraduate Diploma in Higher Education Learning and Teaching	✓ Coursework

DOCTOR OF PHILOSOPHY

ADDITIONAL ADMISSION REQUIREMENT

Candidates for PhD programme under School of Computing (SOC) must possess a Master's Degree or equivalent AND must have completed at least ONE (1) of their earlier Degrees (Master's or Bachelor's) in Computing or related to computing.

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

i.   SZRZ6014   Research Methodology
ii.   SCLE6014   Academic Writing; and/or
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1.   present their research work at colloquiums/symposiums arranged by the Awang Had Salleh Graduate School of Arts and Sciences (AHSGS) /respective Schools;

2.   Present and successfully defend their research proposals.

RESEARCH FIELDS

School	Research Fields	Specialisations Offered (but not limited to)
Computing	Computer Science	• Computational Science (Modelling and Simulation) • Graphics and Visualization • Human-Computer Interaction • Intelligent Systems • Natural Language Processing • Bioinformatics & Computational Biology • Networking and Communication • Architecture and Organisation • Operating Systems • Parallel and Distributed Computing • High-Performance Computing • Information and System Security • Programming Languages • Software Development Fundamentals • Software Engineering Methods • Systems Fundamentals • Algorithms and Complexity • Social Issues and Professional Practice
	Information Technology	• Information Technology Fundamentals • Human-Computer Interaction • Information Assurance and Security • Integrative Programming and Technologies • System Administration and Maintenance • System Integration and Architecture • Social and Professional Issues • Web Systems and Technologies • Information Management • Networking • Programming Fundamentals • Platform Technologies

School	Research Fields	Specialisations Offered (but not limited to)
Computing	Software Engineering	• Software Modelling and Analysis • Software Design • Software Verification and Validation • Software Evolution • Software Process • Software Quality • Software Management • Professional Practice • Engineering foundations and economics for software • Construction Technologies and Methods • Software Development Fundamentals • Programming Languages • Algorithms and Complexity • Information Assurance and Security • Information Management • Operating Systems
	Information Systems	• Foundations of Information Systems • Data and Information Management • Enterprise Architecture • IS Project Management • IT Infrastructure • Systems Analysis and Design • IS Strategy, Management and Acquisition

School	Research Fields	Specialisations Offered (but not limited to)
Education	Education	• Curriculum and Instruction • Educational Psychology • Educational Sociology • Instructional Technology • Multimedia in Education • Web-Based Instruction • E-Learning • Interactive Lecture • English Language Teaching • Islamic Education • Values Education • Moral Education • History Education • Mathematics in Education • Accounting in Education • Business Management in Education • Educational Measurement and Evaluation • Educational Management • Curriculum Management • Policy and Legal Aspects • Planning • Pedagogy • Leadership in Education • Human Resource Development in Education • Entrepreneurship in Education
Applied Psychology, Social Work and Policy	Psychology	• Psychology
	Correctional Studies	• Correctional Studies
	Counselling	• Counselling
	Social Studies	• Social Studies
	Social Work	• Social Work

School	Research Fields	Specialisations Offered (but not limited to)
Multimedia Technology and Communication	Communication	• Managerial Communication • Organizational Communication • Public Relations • Corporate Communication • Communication for Social Change • Development Communication • Health Communication • Political Communication • Intercultural Communication • Human Communication • Family Communication • Persuasion
	Multimedia Studies	• User experience • Usability • Game-based learning • Gamification • Human-computer Interaction • Children-computer interaction • Multimedia in Education • Augmented Reality • Virtual Reality • 3D Visualization • Algorithm Development • Mobile Application
	Media Management	• Media & Psychology • Media & Gender • Media & Politics • Media & Islam • Photography • Broadcasting • New Media • Advertising • Journalism • Publishing

School	Research Fields	Specialisations Offered (but not limited to)
Quantitative Sciences	Mathematics	- Number Theory - Numerical Analysis - Queuing Theory - Differential Equations - Fuzzy Mathematics - Combinatoric - Set Theory - Fluid Dynamics - Mathematical Modelling - Approximation Theory - Computer Aided Geometric Design - Dynamical System - Game Theory - Financial Mathematics - Graph Theory - Cryptology - Computational Mathematics and others
	Statistics	- Quality and Productivity - Psychometrics - Survival and Reliability Analysis - Multivariate Analysis - Experimental Design and Analysis - Statistical Computing - Sampling and Survey Techniques - Robust Statistics - Forecasting Methods - Statistical Modeling - Time Series - Spatial Analysis - Inferential Statistics and others
	Decision Science	- Production and Operation Management - Quality and Productivity: efficiency, measurement, quality control, total quality management etc. - Supply Chain - Yield Revenue Management - Decision Theory - Problem Structuring Methods: Soft System Methodology, Strategic Options Development and Analysis, Strategic Choice Approach, etc. - Modeling and Forecasting: time series, regression, mathematical modeling etc. - Numerical Analysis - Optimization: resource allocation, multi-criteria decision making, scheduling etc. - Heuristics/Metaheuristics/Artificial Intelligence - Data Mining - Decision Support System - Computer Simulation and Modeling: Discrete Event Simulation and System Dynamics - Information Technology Application in Decision Making

School	Research Fields	Specialisations Offered (but not limited to)
Languages, Civilisation and Philosophy	Applied Linguistics	• Applied Linguistics
	Contemporary Malay Language Studies	• Contemporary Malay Language Studies
	Islamic Studies	• Fundamentals of Islamic Jurisprudence • Islamic Jurisprudence • Islamic Economy • Islamic Management • Islamic Law • Fatwa Management • Aqeedah and Philosophy • Leadership and Da'wah • Islamic Thought • Al-Quran and al-Hadith • Islamic Research Methodology • Islamic Entrepreneurship • Islamic Development • Islamic Psychology and Motivation • Islamic Work Ethics • Civilization Studies
	History	• Nationhood Studies • History of Malaysia • Civilization Studies • Heritage Studies • Diplomatic History • Malaysian Politics • Cultural Studies • Malayan Emergency • History of Kedah • Historiography Studies • Biography • International History

School	Research Fields	Specialisations Offered (but not limited to)
Creative Industry Management and Performing Arts	Creative Industry Management	**Creative Multimedia Industry Management** • Animation • Motion Capture • Interactive Media • Creative Content • VR/AR/MR/XR • UX/UI • Games & Gamification • Motion Graphic • Projection Mapping **Management of Creative Arts & Cultural Industries** • Creative Industry Entrepreneurship • Talent Management • Creative Event Management • Creative Economy • Film and TV • VR Film • Creative Writing • Music Business • Creative Audio and Composition • Visual and Special Effects • Sound Design for Visual Media • Art & Design • Visual Arts • Performing Arts • Photography • Graphic Design • Intellectual Properties **Creative Industry Management of Cultural Heritage** • E-Museum and Digital Heritage

DOCTOR OF EDUCATION

PROGRAMME STRUCTURE

Doctor of Education (Ed.D.) is offered by **coursework**.

A total of 89 credits for each area of specialisation: Coursework (53 credits) and Dissertation (36 credits)

SPECIFIC ADMISSION REQUIREMENT

a) Master's Degree or its equivalent from any accredited Higher Learning Institutions approved by the UUM Senate with CGPA 3.00 and above; **OR**
b) Other qualifications as approved by the University Senate

      AND

c) Professional requirement (Diploma in Education or Teaching certificate).

<u>International Applicant</u>

Applicants must fulfil one of these requirements:

a) Test of English as a Foreign Language (TOEFL) with minimum marks of 500, **OR**
b) International English Language Testing Services (IELTS) with minimum band of 5.5 in all the components, **OR**
c) MUET with at least Band 3 and above, **OR**
d) Other requirements approved by the University Senate.

ADDITIONAL ADMISSION REQUIREMENT

Applicants who do not fulfil the professional requirement must enrol in the pre-requisite courses below before registering for the doctoral programme and achieve a minimum of B grade in each course:
    i.   SGDA2103 Philosophy, History and Policy in Education
    ii.   SGDA2113 Psychology of Learning
    iii.   SGDA2123 Sociology of Education

No.	COMPONENT	CURRICULUM AND INSTRUCTION	INSTRUCTIONAL TECHNOLOGY LEADERSHIP	ISLAMIC EDUCATION
1.	CORE COURSES	17 credit hours	17 credit hours	17 credit hours
2.	DISCIPLINE CORE	36 credit hours	36 credit hours	36 credit hours
3.	DISSERTATION	36 credit hours	36 credit hours	36 credit hours
	TOTAL	89 credit hours	89 credit hours	89 credit hours

Core Courses (17 credit hours)

SGDA7013   ICT in Education
SLCE6014   Academic Writing
SGDP7014   Advanced Research Methodology in Education
SGDP7043   Advanced Qualitative Research in Education
SGDP7053   Advanced Statistics in Education

Discipline Core Courses (36 credit hours)

1.   Curriculum & Instruction

SGDC7013   Curriculum Perspectives
SGDC7024   Curriculum Change and Evaluation
SGDC7033   Curriculum Leadership and Supervision
SGDC7043   International Scenes of School Based Curriculum
SGDC7054   Teaching and Learning Perspectives
SGDC7064   Teaching for Creativity and Problem Solving
SGDC7074   Researching Classroom Teaching
SGDC7093   Assessment in Teaching and Learning
SGDC7104   Curriculum Design and Innovation
SGDC8014   Doctoral Seminar in Curriculum and Instruction Research Issues

2.   Islamic Education

SGDI7014   Islamic Philosophy and Epistemology
SGDI7024   Islamic Thought and Educational Movements
SGDI7034   Akhlaq and Spirituality in Education
SGDI7044   Contemporary Curriculum and Instructional Leader in Islamic Education
SGDI7104   Pedagogy in Islamic Education
SGDI7114   Assessment in Islamic Education
SGDI7124   Contemporary Psychology of Da'wah in Islamic Education
SGDI7134   Management in Islamic Education
SGDI8014   Doctoral Seminar in Islamic Education

3.   Instructional Technology Leadership

SGDT7013   Instructional Technology Planning, Management and Evaluation
SGDT7023   Planning Online Instruction
SGDT7033   Performance Improvement and Evaluation
SGDT7043   Learning Systems, Technology and Culture
SGDT7053   Technological Leadership for 21st Century
SGDT7063   Innovation, Change and Organizational Structure
SGDT7073   Integrating Digital Technologies into the Curriculum
SGDT7083   21st Century Tools for Learning and Training
SGDT7014   Designing Digital Age Learning Environment
SGDT7024   Advanced Research in Instructional Technology
SGDT7034   Seminar in Instructional Technology Leadership

Dissertation (36 credit hours)
SGDZ79936 Dissertation

LEVEL OF STUDY OF DOCTORATE PROGRAM

- LEVEL I: Enrol and pass all the courses in the structure of study with CGPA ≥ 3.00. Pass Comprehensive Examination.
- LEVEL II: Present research proposal, carry out research, write dissertation and attend oral examination/viva via dissertation.
- Candidates who do not achieve CGPA ≥ 3.00 will not be allowed to sit for Comprehensive Examination. In this case, candidates MUST improve on their grades prior to the examination.

COMPREHENSIVE EXAMINATION

- There are two sections in this exam:
  – General area AND
  – Major area
  – Exam is based on Open Book Test / Take Home Exam.
- Candidates can sit for the exam after passing all the courses in the structure of study with CGPA ≥ 3.00.
- Candidates can sit for comprehensive examination a few times until candidates pass the examination in the duration of study for three years (full time) and 4 years (part time)
- Candidates must pass the comprehensive examination before proceeding with LEVEL II of the doctorate program.
- Comprehensive examination will be offered twice a year in May and December.

DISSERTATION

- At this stage, candidates would have taken all the courses and passed the comprehensive examination.
- Candidates must conduct a research under the supervision of a certified supervisor along with the Dissertation Panel.
- The research topic should be from the Major area.
  – Candidates must prepare and present a research proposal.
  – The proposal must be defended by the candidate and approved by the panel before the research is carried out.

DISSERTATION FORMAT

- The number of words must not exceed 40,000 (or between 150- 200 pages, with 250 words per page) and is written abiding by the format stated by Awang Had Salleh Graduate School (AHSGS).
- Evaluation of the dissertation will be carried through an oral examination (Viva). Candidates must defend the research and the idea presented in his/her research. The Dissertation Panel will award a pass or a fail grade only.

DISSERTATION PANEL AND VIVA DISSERTATION

- Dissertation will be examined by three (3) panel examiners and a maximum of four (4) Dissertation Panel and Viva Dissertation. The members in the panel are selected to evaluate the dissertation by Ed.D candidates holistically.
- The minimum three panel members are i) supervisor, ii) a representative from the School, and iii) an examiner from another area of specialization in the Ed.D. program
- The maximum four panel members are i) supervisor, ii) co-supervisor, iii) a representative from the School, and iv) an examiner from another area of specialization in the Ed.D. programme.

MASTER OF SCIENCE (INFORMATION AND COMMUNICATION TECHNOLOGY)

PROGRAMME STRUCTURE

The Master of Science (Information and Communication Technology) programme is offered by coursework. Students are required to complete at least 41 credit hours, which comprises the following:

Core Courses (24 credit hours)
STIA5014   Principles and Techniques in Programming
STID5024   Database Application Development
STIJ5024   Internet Technology
STIK5014   Computer Systems and Networks
STIW5034   Information System Development
STIQ6014   Research Methodology in Computing

Elective Courses (8 credit hours)
Choose TWO (2) courses from the following list or any other courses approved by the Dean of School of Computing (SoC):

STID6014   IT Policy and Strategy
STID6034   E-Government & Managing ICT in Public Sector
STID6054   Seminar in Information Technology
STIJ6024   Information Security
STIJ6034   Network Management
STIJ6044   Mobile Internet Programming
STIJ6084   Forensic Computing
STIN6054   Web-based Intelligent System
STIN6064   Natural Language Computing
STIW6084   Interaction Design
STIW6014   Requirements Engineering
STIW6054   Usability Engineering

Project Paper (9 credit hours)
STIZ6999   Project in Computing

MASTER OF SCIENCE (INFORMATION TECHNOLOGY)

SPECIFIC ADMISSION REQUIREMENT

Students for Master of Science (Information Technology) by Coursework/ Coursework and Dissertation must possess:

a) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.74 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

Students for Master of Science (Information Technology) by Research must possess:

a) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 3.00; or

b) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.99 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

PROGRAMME STRUCTURE

(A) COURSEWORK

The Master of Science (Information Technology) by coursework is a 41-credit-hour programme which comprises the following:

Core Courses (24 credit hours)
STIN5014   Artificial Intelligence
STIW5054   Software Modelling and Design
STIW5044   Object Oriented Programming Development
STIJ5014   Distributed Systems
STID5034   Database Systems
STIQ6014   Research Methodology in Computing

Elective Courses (8 credit hours)
Choose TWO (2) courses from the following list or any other courses approved by the Dean of School of Computing (SoC):

STID6064 Computational Modelling and Simulation
STID6074 IT Facility and Service Management
STID6084 Seminar in Computing
STID6094 Directed Study in Computing
STIJ6064 Cybersecurity
STIJ6074 Mobile Development Technologies
STIJ6084 Forensic Computing
STIK6024 Future Networks
STIK6034 Virtualization in Networks
STIN5084 Knowledge Discovery and Data Mining
STIW6074 Human Computer Interactions
STIW6014 Requirements Engineering
STIW6044 Software Quality Measurement
STIW6054 Usability Engineering
STIW6064 Emergent Software Architecture

Project Paper (9 credit hours)
STIZ6999   Project in Computing

COURSEWORK AND DISSERTATION

The Master of Science (Information Technology) by coursework and dissertation is a 40-credit hour programme which comprises the following:

Core Courses (16 credit hours)
STIW5054   Software Modelling and Design
STIJ5014   Distributed Systems
STID5034   Database Systems
STIQ6014   Research Methodology in Computing

Elective Course (4 credit hours)
Choose ONE (1) course from the following list or any other courses approved by the Dean of School of Computing (SoC):

STID6064 Computational Modelling and Simulation
STID6074 IT Facility and Service Management
STID6084 Seminar in Computing
STID6094 Directed Study in Computing
STIJ6064 Cybersecurity
STIJ6074 Mobile Development Technologies
STIJ6084 Forensic Computing
STIK6024 Future Networks
STIK6034 Virtualization in Networks
STIN5014 Artificial Intelligence
STIN5084 Knowledge Discovery and Data Mining

STIW5044   Object Oriented Programming Development
STIW6074   Human Computer Interactions
STIW6014   Requirements Engineering
STIW6044   Software Quality Measurement
STIW6054   Usability Engineering
STIW6064   Emergent Software Architecture

Dissertation (20 credit hours)
STIZ69920 Dissertation

(C) RESEARCH

Students are required to:
i.   present and defend the proposed research to a committee;
ii.   present the progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   STIQ6014 Research Methodology in Computing;
ii.   SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.

MASTER OF SCIENCE (INTELLIGENT SYSTEM)

SPECIFIC ADMISSION REQUIREMENT

Students for Master of Science (Intelligent System) by Coursework and Dissertation must possess:

a) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.74 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

Students for Master of Science (Intelligent System) **by Research** must possess:

a) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 3.00; or

b) A bachelor's degree with honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.99 and relevant work experience; and

c) Fulfil the English language requirements as set by the University Senate.

PROGRAMME STRUCTURE

(A) COURSEWORK AND DISSERTATION

The Master of Science (Intelligent System) programme by coursework and dissertation is a 40-credit- hour, which comprises the following:

Core Courses (16 credit hours)
STIN5014 Artificial Intelligence
STIN5024 Data Mining
STIN5034 Neural Networks
SZRZ6014 Research Methodology

Elective Course (4 credit hours)
Choose ONE (1) course from the following list or any other courses approved by the Dean of School of Computing (SoC):

STIN6014   Artificial Intelligence Programming Language
STIN6024   Expert System
STIN6034   Intelligent Agent Development
STIN6044   Intelligent Database
STIN6054   Web-based Intelligent Systems
STIN6064   Natural language Computing
STIN6074   Fuzzy Logic
STIN6084   Generic Algorithm
STIN6094   Swarm Computing

Dissertation (20 credit hours)
STIZ69920 Dissertation

(B) RESEARCH

The Master of Science (Intelligent System) programme is offered by Research.

Students are required to:
  i.   present and defend the proposed research to a committee;
  ii.   present the progress report of research work at colloquiums arranged by the Graduate School;
  iii. attend a viva voce session to defend the thesis; and
  iv.   submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

  i.   SZRZ6014 Research Methodology;
  ii.   SCLE6014 Academic Writing; and/or
  iii. any other courses as determined by the supervisor or Academic Committee.

MASTER OF SCIENCE IN CYBERSECURITY

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Science in Cybersecurity (Coursework) must possess:

a) A bachelor's degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75; or

b) A bachelor's degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.74 and relevant work experience; or

c) A bachelor's degree with Honours from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 2.75 and THREE (3) years' work experience in the computing-related field.

d) Fulfil the English language requirements as set by the University Senate.

Applicants for Master of Science in Cybersecurity (Coursework and Dissertation) must possess:

a) A bachelor's degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of at least 3.00; or

b) A bachelor's degree with Honours related to Computing or Science and Technology from Universiti Utara Malaysia or any other institutions of higher learning recognised by the University Senate with a CGPA of 2.00 – 2.94 and relevant work experience;

c) Fulfil the English language requirements as set by the University Senate.

PROGRAMME STRUCTURE

(A) COURSEWORK

The Master of Science in Cybersecurity by coursework is a 40-credit-hour programme which comprises the following:

Core Courses (13 Credit Hours)
STIC5003   Information Security Management*
STIC5013   Cybersecurity Governance, Risk & Compliance*
STIC5023   Data and Network Security
STIC5033   Information Assurance
STIC5043   Sentiment & Social Media Management
STIC5053   Cybersecurity Analytics
STIC5063   Online Business, Financial Technology & Cybersecurity
SZRZ6014   Research Methodology

Elective Courses (6 credit hours)

Choose a minimum of SIX (6) credits from the following list or any other courses approved by theDean of School of Computing (SoC):

STIC6003   Hacking and Penetration Tests
STIC6013   Data Fitting and Analysis
STIC6023   Cybersecurity in Social Media
STIC6033   Cyber Psychology
STIC6043   Ethics, Policy & Cybersecurity Law
STIJ6084   Forensic Computing

Project Paper (9 credit hours)
STIC6999   Project in Computing

Courses embedded with professional certifications by CyberSecurity Malaysia
Certified Information Security Awareness Manager (CISAM)
Certified Information Security Management System ISO/IEC27001:2013 - Auditor (CISMS)
Tuition Fees for each course is RM3300.00

(B)   COURSEWORK AND DISSERTATION

The Master of Science in Cybersecurity by coursework and dissertation is a 40-credit-hour programme, which comprises the following:

Core Courses (13 Credit Hours)
STIC5003   Information Security Management*
STIC5013   Cybersecurity Governance, Risk & Compliance*
STIC5023   Data and Network Security
SZRZ6014   Research Methodology

Elective Course (3 Credit Hours)
Choose ONE (1) course from the following list or any other courses approved by the Dean of School of Computing (SOC):

STIC5033   Information Assurance
STIC5053   Cybersecurity Analytics
STIC5043   Sentiment & Social Media Management
STIC5063   Online Business, Financial Technology & Cybersecurity

Dissertation (24 Credit Hours)
STIC69924   Dissertation

Courses embedded with professional certifications by CyberSecurity Malaysia
Certified Information Security Awareness Manager (CISAM)
Certified Information Security Management System ISO/IEC27001:2013 - Auditor (CISMS)
Tuition Fees for each course is RM3300.00

MASTER OF EDUCATION

ADMISSION REQUIREMENTS

    a. Bachelor of Education with Honours or equivalent from any institution of higher learning recognized by the UUM Senate with a CGPA of 3.00 or higher; OR

    b. Bachelor's Degree with Honours with a CGPA of at least 2.75 and a 3-year teaching experience.

SPECIFIC ADMISSION REQUIREMENT

Applicants for **Master of Education specializing in English Language Teaching** must possess the following:

    a. **Local Applicant**

        i.   A bachelor's degree with honours in TESL/TESOL/TEFL/Linguistics/English language or any other related field from any institutions of higher learning institutions recognised by the University Senate; **or**

        ii.   A bachelor's degree with honours and have at least three years of teaching experience in English Language; **or**

        iii.   Any other equivalent qualifications recognised by the University Senate; **and**

        iv.   A professional qualification (i.e. a diploma or certificate in education).

*Note: Candidates who do not meet the above minimum requirement may be requested to attend an interview by the Academic Committee at the respective Schools.

    b. **International Applicant**

        i.   A bachelor's degree with honours in TESL/TESOL/TEFL/Linguistics/English language or any other related field from any institutions of higher learning recognised by the University Senate; **or**

        ii.   Any other equivalent qualifications recognised by the University Senate; **and**

        iii.   Fulfil the English language requirement as set by the University Senate with the following sCore:

            • 575 in TOEFL; or
            • 6.5 in IELTS

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification are required to attend and pass the following pre-requisite courses with at least a B grade before being allowed to proceed with this programme.

SGDA2103   Philosophy, History and Policy in Education
SGDA2113   Psychology of Learning
SGDA2123   Sociology of Education

PROGRAMME STRUCTURE

Master of Education is offered in three (3) structures; coursework, coursework and dissertation, and full research.

(A) COURSEWORK

Students must fulfil at least 42 credit hours, which comprise the following:

1.   **Compulsory Courses (12 credit hours)**
     SGDP6113 Research Methodology in Education
     SGDP6123 Academic Writing for Educational Research
     SGDP6133 Quantitative Data Analysis in Education
     SGDP6033 Qualitative Research in Education

2.   **Core Courses (9 credit hours)**
     SGDC5013   Curriculum and Pedagogy
     SGDT5113   Information and Media Literacy
     SGDY5063   Educational and Psychological Measurement and Evaluation

3.   **Specialisations/Electives courses (15 credit hours)**

     Curriculum and Instruction
     SGDC5023   Evaluation of Teaching
     SGDC5133   Models of Instruction
     SGDC5043   Curriculum Design and Development: Theory and Practice
     SGDC6143   Curriculum Studies
     SGDC5053   School–Based Curriculum Development **OR**
     SGDC5063   Curriculum Leadership and Management

     Educational Psychology
     SGDY5013   Human Lifespan Development
     SGDY5023   Human Learning
     SGDY5033   Human Motivation
     SGDY5043   Learning and Individual Differences
     SGDP6023   Survey Research in Education **OR**
     SGDY5053   Adolescent Development **OR**
     SGDY5073   Socio-Cultural Theory and Learning **OR**
     SGDG5013   School and Society **OR** Any other relevant courses

Instructional Technology
SGDT6033   Instructional Design and Technology
SGDT6043   Development of Digital Resources
SGDT6123   Instructional Technology Planning Management and Evaluation
SGDT6063   Research in Instructional Technology
SGDT6083   Seminar in Instructional Technology

English Language Teaching
SGDB5013   Fundamentals of ELT
SGDB5023   Second Language Acquisition
SGDB5063   ELT Curriculum Design and Development
SGDB6013   ELT Professional Concerns Seminar
SGDB5073   Teaching English to Young Learners **OR**
SGDB5053   Context and Culture in Language Teaching

Islamic Education
SGDI5043   Philosophy, History and Thought of Islamic Education
SGDI5053   Innovation Teaching and Learning in Islamic Education
SGDI5113   Contemporary Issues in al-Quran and al-Sunnah in Education.
SGDV5133   Akhlak and Adab
SGDI5013   Aqidah and Educational Issues **OR**
SGDI5133   Fiqh Contemporary **OR**
SGDI5143   Leadership and Management in Islamic Education

Moral and Values Education
SGDV5013   Values and Moral Development
SGDG5013   School and Society
SGDV5133   Akhlak and Adab
SGDV5143   Values Inculcation through Curriculum
SGDV5213   Teaching and Assessment Approaches in Moral and Values Education

Mathematics
SGDD5013   Mathematical Knowledge and Thinking
SGDD5023   Mathematics Curriculum and Teaching Methods
SGDD5033   Engaging Learners for Mathematics Learning
SQQP5023   Decision Analysis
SQQP5043   Simulation for Decision Making

4.   **Master's Project (6 Credit Hours)**
SGDZ6996   Project Paper

(B) COURSEWORK AND DISSERTATION

In order to be conferred Master of Education by coursework and dissertation, students must fulfil 21 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

1. Compulsory Courses (12 credit hours)

SGDP6113   Research Methodology in Education
SGDP6123   Academic Writing for Educational Research
SGDP6133   Quantitative Data Analysis in Education
SGDP6033   Qualitative Research in Education

2. Specialisations/Electives Courses (9 credit hours)

Curriculum and Instruction
SGDC5133 Models of Instruction
SGDC6143 Curriculum Studies
SGDC5023 Evaluation of Teaching **OR**
SGDC5043 Curriculum Design and Development: Theory and Practice **OR**
SGDC5053 School–Based Curriculum Development **OR**
SGDC5063 Curriculum Leadership and Management

Educational Psychology
SGDY5023   Human Learning
SGDY5033   Human Motivation
SGDY5013   Human Lifespan Development **OR**
SGDY5043   Learning and Individual Differences **OR**
SGDP6023   Survey Research in Education OR
SGDY5053   Adolescent Development **OR**
SGDY5073   Socio-Cultural Theory and Learning **OR**
SGDG5013 School and Society **OR** Any other relevant courses

Instructional Technology
SGDT6033   Instructional Design and Technology
SGDT6063   Research in Instructional Technology
SGDT6083   Seminar in Instructional Technology

English Language Teaching
SGDB5013   Fundamentals of ELT
SGDB5023   Second Language Acquisition
SGDB5063   ELT Curriculum Design and Development

Islamic Education
SGDI5043   Philosophy, History and Thought of Islamic Education
SGDI5053   Innovation Teaching and Learning in Islamic Education
SGDI5113   Contemporary Issues in al-Quran and al-Sunnah in Education **OR**
SGDV5133 Akhlak and Adab **OR**
SGDI5013   Aqidah and Educational Issues **OR**
SGDI5133   Fiqh Contemporary **OR**
SGDI5143   Leadership and Management in Islamic Education

Moral and Values Education
SGDV5013 Moral and Values Development
SGDV5213 Teaching and Assessment Approaches in Moral and Values Education
SGDV5133 Akhlak and Adab **OR**
SGDV5143 Values Inculcation through Curriculum **OR**
SGDG5013 School and Society

Mathematics
SGDD5013 Mathematical Knowledge and Thinking
SGDD5023 Mathematics Curriculum and Teaching Methods
SGDD5033 Engaging Learners for Mathematics Learning **OR**
SQQP5023 Decision Analysis **OR**
SQQP5043 Simulation for Decision Making

3. **Dissertation (21 credit hours)**
   SGDZ69921 Master's Dissertation

(C) RESEARCH

Students are required to:

i.   present and defend the proposed research to a committee;
ii. present the progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two trimesters of their enrolment):

i.   SZRZ6014 Research Methodology;
ii. SCLE6014 Academic Writing

MASTER OF SCIENCE (EDUCATIONAL MANAGEMENT)

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification are required to attend and pass the following pre-requisite courses with at least a B grade before being allowed to proceed with the Master of Science (Educational Management) courses:

i)   SGDA2103   Philosophy, History and Policy in Education
ii) SGDA2113   Psychology of Learning
iii) SGDA2123   Sociology of Education

*Note: International applicants must fulfill the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Science (Educational Management) is offered in three (3) structures; coursework, coursework and dissertation, and full research.

(A)   COURSEWORK

Students must fulfill at least 42 credit hours, which comprise the following:

Compulsary Courses (12 credit hours)
SGDP6113   Research Methodology in Education
SGDP6123   Academic Writing for Educational Research
SGDP6133   Quantitative Data Analysis in Education
SGDP6033   Qualitative Research in Education

Core Courses (9 credit hours)
SGDU5133   Leadership in Education
SGDU5163   Strategic Management in Education
SGDU5173   Human Resources Management in Education

Specialization Courses (12 credit hours)
SGDU5033   School Management and Supervision
SGDU6043   Legal Aspect in Educational Management
SGDU6083   Financial and Physical Management in Education
SGDU6093   Quality Management in Education

Elective Courses (3 credit hours)
Choose 1 courses from the list below or any courses offered under Educational Studies:

SGDG5013 Schools and Society
SGDG6023 Seminar on Contemporary Issues in Educational Management
SGDU5083 Creativity in Management for Effective School
SGDU6033 Organizational Behaviour in Education

Project Paper (6 Credit Hours)
SGDZ6996   Project Paper

(B)   COURSEWORK AND DISSERTATION

In order to be conferred Master of Science (Educational Management) by coursework and dissertation, students must fulfill 21 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

Compulsary Courses (12 credit hours)
SGDP6113   Research Methodology in Education
SGDP6123   Academic Writing for Educational Research
SGDP6133   Quantitative Data Analysis in Education
SGDP6033   Qualitative Research in Education

Core Courses (9 credit hours)
SGDU5133   Leadership in Education
SGDU5163   Strategic Management in Education
SGDU5173   Human Resources Management in Education

Dissertation (21 credit hours)
SGDZ69921 Dissertation

(C) RESEARCH

Students are required to:

i.   present and defend the proposed research to a committee;
ii.   present the progress report of research work at colloquiums arranged by the Graduate School;
iii.   attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SGDP6113 Research Methodology in Education
ii.   SGDP6123 Academic Writing for Educational Research
iii.   SGDP6133 Quantitative Data Analysis in Education; or
iv.   SGDP6033 Qualitative Research in Education

MASTER OF SCIENCE (PRINCIPALSHIP)

ADDITIONAL ADMISSION REQUIREMENT

Students without professional qualification are required to attend and pass the following pre-requisite courses with at least a B grade before being allowed to proceed with the Master of Science (Principalship) courses:

i)   SGDA2103   Philosophy, History and Policy in Education
ii)   SGDA2113   Psychology of Learning
iii)   SGDA2123   Sociology of Education

*Note: International applicants must fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

(A) COURSEWORK

Students must fulfil at least 42 credit hours which comprise the following:

Compulsary courses (12 credit hours)
SGDP6113   Research Methodology in Education
SGDP6123   Academic Writing for Educational Research
SGDP6133   Quantitative Data Analysis in Education
SGDP6033   Qualitative Research in Education

Core Courses (9 credit hours)
SGDU5133   Leadership in Education
SGDU5163   Strategic Management in Education
SGDU5173   Human Resources Management in Education

Specialisation Courses (12 credit hours)
SGDU5013   Instructional Leadership and Supervision
SGDU5053   Principalship and School Management
SGDU5083   Creativity in Management for Effective Schools
SGDU5113   Governance and Administration of Schools

Elective Courses (3 credit hours)
Choose any 1 courses from the list below:

SGDU6093   Quality Management in Education
SGDU6083   Financial and Physical Management in Education
SGDU6033   Organizational Behaviour in Education
SGDG6023   Seminar on Contemporary Issues in Educational Management

Project Paper (6 credit hours)
SGDZ6996   Project Paper

(B) RESEARCH

Students are required to:
i.   present and defend the proposed research to a committee;
ii.   present the progress report of research work at colloquiums arranged by the Graduate School;
iii.   attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SGDP6113   Research Methodology in Education
ii.   SGDP6123   Academic Writing for Educational Research
iii.   SGDP6133   Quantitative Data Analysis in Education; or
iv.   SGDP6033   Qualitative Research in Education

MASTER IN APPLIED LINGUISTIC

SPECIFIC ADMISSION REQUIREMENT

Malaysian applicants must possess the following:

i.   A bachelor's degree with honours in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL) from any Institutions of Higher Learning recognised by the University Senate; or

ii. A bachelor's degree with honours from any Institutions of Higher Learning recognised by the University Senate and have a certificate/diploma in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL).

International applicants must possess the following:

i.   A bachelor's degree with honours in Linguistics, English Language, Teaching English as a Second Language (TESL/TESOL) or Teaching English as a Foreign Language (TEFL) from any Institutions of Higher Learning recognised by the University Senate with a CGPA of at least 2.75; and

ii. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master in Applied Linguistics programme is offered in three (3) structures; coursework, coursework and dissertation, and full research.

(A) COURSEWORK

In order to be conferred Master in Applied Linguistics by coursework, students have to complete at least 40 credit hours with a CGPA of at least 3.00. The programme structure is as follows:

Core Courses (16 CREDIT HOURS)
SCLE5124 Modern English Linguistics
SCLE5144 Second Language Acquisition
SCLE5154 Methods of Teaching English
SZRZ6014 Research Methodology

Elective Courses (18 CREDIT HOURS)
Choose any six (6) courses from the list below:

SCLE5013 Materials Selection and Development
SCLE5043 Teaching English Through Literature
SCLE5053 Pedagogical Grammar
SCLE5113 Phonetics and Phonology

SCLE5133   Morphology and Syntax
SCLE5163   Language Assessment
SCLE5213   Semantics
SCLE5223   Psycholinguistics
SCLE5233   Sociolinguistics
SCLE5243   Discourse Analysis

Project Paper (6 CREDIT HOURS)
SCLZ6996   Project Paper

(B)   COURSEWORK AND DISSERTATION

In order to be conferred Master in Applied Linguistics by coursework and dissertation, students must complete at least 19 credit hours of coursework and 21 credit hours of dissertation. The programme structure is as follows:

Core Courses (16 CREDIT HOURS)
SCLE5124   Modern English Linguistics
SCLE5144   Second Language Acquisition
SCLE5154   Methods of Teaching English
SZRZ6014   Research Methodology

Elective Courses (3 CREDIT HOURS)
Choose any 1 course from the list below:

SCLE5013   Materials Selection and Development
SCLE5213   Semantics
SCLE5233   Sociolinguistics

Dissertation (21 CREDIT HOURS)
SCLZ69921 Dissertation

Students are also required to:

i.   present and defend the proposed research/dissertation to a committee;
ii.   attend a viva voce session to defend the dissertation; and
iii. submit a written dissertation.

(C) RESEARCH

Students are required to:

i.   present and defend the proposed research to a committee;
ii.   Present the progress report of research work at colloquiums arranged by the Graduate School;
iii. attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SZRZ6014   Research Methodology;
ii.   SCLE6014   Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.

MASTER OF ARTS (CONTEMPORARY MALAY LANGUAGE STUDIES)

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Arts (Contemporary Malay Language Studies) by coursework is a 42-credit-hour programme, which comprises the following structure:

Core Courses (27 credit hours)
SCLM5013   Bahasa dan Masyarakat
SCLM5023   Bahasa dan Minda
SCLM5043   Analisis Wacana
SCLM5073   Linguistik Terapan
SCLM5083   Isu-isu Bahasa Melayu
SCLM5123   Bahasa dan Komunikasi
SCLM5133   Bahasa dan Pemikiran Kesusasteraan Melayu
SCLM5163   Kajian Semantik
SCLM5173   Kajian Morfologi dan Sintaksis

Elective Courses (9 credit hours)
Choose any 3 courses from the list below:

SCLM5093   Kaedah Pengajaran Bahasa Melayu
SCLM5103   Pengujian dan Penilaian Bahasa Melayu
SCLM5113   Kajian Terjemahan
SCLM5143   Sastera untuk Kanak-kanak dan Remaja
SCLM5153   Linguistik Kritis dan Penilaian Teks

Project Paper (6 CREDIT HOURS)
SCLM6996   Project Paper

*Note: This programme is conducted in the Malay language.

(B) COURSEWORK AND DISSERTATION

Master of Arts (Contemporary Malay Language Studies) by coursework and dissertation is a 41-credit-hour programme, which comprises the following structure:

Core Courses (12 credit hours)
SCLM5043   Analisis Wacana
SCLM5073   Linguistik Terapan
SCLM5163   Kajian Semantik
SCLM5173   Kajian Morfologi dan Sintaksis

Research components (8 credit hours)
SCLE6014   Academic Writing
SZRZ6014   Research Methodology

Dissertation (21 credit hours)
SCLM69921 Dissertation

*Note: This programme is conducted in the Malay language.

(C) RESEARCH

Students are required to:

i.   present and defend proposed research to a committee;
ii.   present progress report of research work at colloquiums arranged by the Graduate School;
iii.   attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SZRZ6014 Research Methodology;
ii.   SCLE6014 Academic Writing; and/or
iii.   any other courses as determined by the supervisor or Academic Committee.

MASTER OF SCIENCE (COUNSELLING)

ADDITIONAL ADMISSION REQUIREMENT

Applicants for Master of Science (Counselling) programme must pass an interview and/or a psychology test.

Students without Bachelor in Counselling degree or grade less than B are compulsory to enroll and pass the following pre-requisite courses with at least a B grade:

i)   SSYA1013 Introduction to Psychology
ii)   SSKC1013 Basic Principles of Guidance and Counselling
iii)   SSKC2313 Helping Skills

PROGRAMME STRUCTURE

The Master of Science (Counselling) is a programme designed for individuals with some academic or practice background in counselling and psychology. This programme is offered in both coursework and research mode.

(A) COURSEWORK

Students who are enrolled in Master of Science (Counselling) by coursework are required to complete 55 credit hours, which comprise the following:

Research Methods and Applied Statistics Component (7 Credit Hours)
SSMQ5033 Applied Statistics and Computer Application
SZRZ6014   Research Methodology

Theory of Counselling, Psychotherapy, Personality And Career (33 Credits)
SSKC5113   Theory and Practice of Individual Counselling
SSKC5123   Theory and Practice of Group Counselling
SSKC5133   Theory and Practice of Family and Marriage Counselling
SSKC5213   Applied Career Counselling
SSKC5223   Contemporary Career Seminar
SSKC5303   Counselling Ethics and Counselor Act 1998 (Act 580)
SSYM5223   The Psychology of the Adolescence and the Adult
SSYP5113   Psychological Testing and Assessment
SSYP5313   Theories of Personality and Psychotherapy
SSYS5313   Applied Social Psychology
SSYP5123   Appraisal in Counselling

Research Project (6 Credit Hours)
SSKZ6996   Project Paper

Practicum and Internship (9 credit hours)
SSKX5983   Counselling Practicum
SSKX5996   Internship

Specialization Courses (12 credit hours)

Students enrolling in the semester of September 2018 (Sem A181) are given the option to graduate by taking ONLY the generic components mentioned above (55 credit hours) OR to continue their studies by adding 12 credit hours from the following specialization component options. Students are allowed to choose only ONE of the following specialization fields.

(1) Clinical Mental Health Counselling

SSKC5313   Clinical Mental Health Counselling
SSYP5323   Art Therapy
SSKC5323   Diagnosis and Treatment Planning in Counselling
SSKC5333   Crisis Intervention and Prevention in Counselling

(2) Family and Marriage Counselling

SSKC5233   Advanced Theory and Practice in Family Counseling
SSKC5343   Ethical and Professional Development in Marriage and Family Therapy
SSKC5323   Diagnosis and Treatment Planning in Counselling
SSKC5333   Crisis Intervention and Prevention in Counselling

(3) Addiction and Correctional Counseling

SSYC5103   Addictions Counselling
SSYC5113   Correctional Counselling and Rehabilitation
SSWP5003   Correctional Treatment for Offenders
SSYC5123   Addiction Treatment for Special Population

(B) RESEARCH

Students who enroll in Master of Science (Counselling) by research are required to:

i.   present and defend the proposed research to a committee;
ii.   present the progress report of research work at colloquiums arranged by the Awang Had Salleh Graduate School (AHSGS);
iii. attend a viva voce session to defend the thesis; and
iv. submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SZRZ6014 Research Methodology;
ii.   SCLE6014 Academic Writing; and/or
iii. any other courses as determined by the supervisor or Academic Committee.

MASTER OF SOCIAL WORK

ADDITIONAL ADMISSION REQUIREMENT

Applicants for Master of Social Work programme must pass an interview and/or a psychology test.

Students without Bachelor in Social Work degree or grade less than B are compulsory to enroll and pass the following pre-requisite courses with at least a B grade:

i)   SSWA1053 Foundations of Social Work Practice
ii)   SSWY1043 Human Behavior in the Social Environment

PROGRAMME STRUCTURE

The Master of Social Work programme is offered by coursework. Students are required to complete 46 credit hours, which comprise the following:

Core Courses (19 credit hours)
SSWA5023   Advanced Social Work Theory and Practice
SSWA5213   Crisis Intervention and Disaster Management
SSWT5013   Social Work and Welfare Services in Asia
SSWT5023   Social Work Ethics, Values and Spirituality
SSWT5033   Policy Planning and Analysis
SZRZ6014   Research Methodology

Elective Courses (9 credit hours)
Students may choose any three (3) courses from one of the specialization areas or any three (3) courses without specialization from the courses offered as a generic area. The courses are listed below:

a)   Family and Community
        SSWA5113 Contemporary Social Work with Children and Adolescents
        SSWA5123 Interpersonal Practice with the Family
        SSWA5133 Advanced Social Work Practice with Adults and the Elderly
        SSWA5163 School Social Work Services
        SSWA5183 Social Work with Marginalized Groups

b)   Social Enterprise and Administration
        SSWA5153 Community Work in Social Work Practice
        SSWS5113 Crime and the Criminal Justice System
        SSWT5043   Managing Human Service Organizations
        SSWT5143   Advocacy in Social Work Practice
        SSWT5153   Program Evaluation in Social Services

c) **Health and Mental Health**
      SSWA5143 Social Work Practice in Health Care Settings
      SSWA5173 Psychopathology in Social Work Practice
      SSWA5193 Social Work Practice and Substance Abuse
      SSWA5203 Social Work Practice with People Living with HIV/AIDS

Project Paper (6 credit hours)
SSWZ 6996 Project Paper

Practicum (12 credit hours)
SSWX59912 Practicum

MASTER OF SCIENCE (CORRECTIONAL SCIENCE)

PROGRAMME STRUCTURE

The Master of Science (Correctional Science) programme is offered by coursework. Students are required to complete 43 credit hours, which comprise the following:

Core Courses (24 credit hours)
SSKC5113   Theory and Practice of Individual Counselling
SSKC5123   Theory and Practice of Group Counselling
SSWP5003   Correctional Treatment for Offenders
SSYC5003   Crime and Criminology
SSYC5013   Corrections and the Criminal Justice System
SSYC5023   Seminar in Corrections
SSYM5013   Criminal Behaviour Modification
SSYR5013   Recidivism Prevention

Research Methods and Applied Statistics (13 credit hours)
SSMQ5033   Applied Statistics and Computer Application
SZRZ6014   Research Methodology
SSKZ6996   Project Paper

Case Management course (6 credit hours)
SSYX5996   Case Management in Correctional Sciences

MASTER OF SCIENCE
(MANAGERIAL COMMUNICATION)

PROGRAMME STRUCTURE

(A) COURSEWORK

The Master of Science (Managerial Communication) programme by coursework is a 43-credit-hour programme which comprises the following:

Core Courses (16 credit hours)
SCCG5113 Managerial Communication
SCCG5123 Advanced Communication Theory
SCCG5153 Quantitative Applications in Communication Research
SCCG5163 Qualitative Applications in Communication Research
SZRZ6014 Research Methodology

Managerial Components (15 credit hours)
SCCG5213 Perspective of Human Communication in organizations
SCCG5223 Diversity and Communication in Workgroup
SCCG5233 Theories and Strategies in Persuasion
SCCG5243 Communication and Global Working Environment
SCCG5253 Corporate Communication

Elective Courses/ Application Components (6 credit hours)
Choose any 2 courses from one of the following components:

A. Organization
SCCG5313 Communication and Information Technology
SCCG5333 Organizational Image Management
SCCG5343 New Media Management
SCCG5543 Seminar of Managerial Communication

B. Media Management
SCCG5413 Media Organization Management
SCCG5423 Media Ethics and Law
SCCG5433 Broadcast Journalism
SCCG5453 Seminar in Media and Journalism

Project Paper (6 credit hours)
SCCZ6996 Project Paper

(B) COURSEWORK AND DISSERTATION

The Master of Science (Managerial Communication) by coursework and dissertation is a 40-credit-hour programme which comprises the following:

Core Courses (10 credit hours)
SCCG5113 Managerial Communication
SCCG5123 Advanced Communication Theory
SZRZ6014   Research Methodology

Elective Courses/ Managerial components (9 credit hours)
Choose any 3 courses from the list below:

SCCG5213 Perspective of Human Communication in organizations
SCCG5223 Diversity and Communication in Workgroup
SCCG5233 Theories and Strategies in Persuasion
SCCG5243 Communication and Global Working Environment
SCCG5253 Corporate Communication

Dissertation (21 credit hours)
SCCZ69921 Dissertation

MASTER OF SCIENCE MULTIMEDIA JOURNALISM

PROGRAMME STRUCTURE

(A) COURSEWORK

The Master of Science Multimedia Journalism by coursework is a 40-credit-hour programme which comprises the following:

Compulsory Courses (13 credit hours)
SMMJ5013   Multimedia Journalism Theory and Management
SMMJ5023   Advanced Writing for Multimedia Journalism
SMMJ5043   Multimedia Newsroom Management
SMMJ5064   Online Journalism Research Methods

Core Courses (6 credit hours)
SMMJ5033   Advanced Video Journalism
SMMJ5053   Advanced Online Journalism
SMMJ5063   Internet and Democracy

Elective Courses (9 credit hours)
Choose any 3 courses from the list below:

SCCG5423   Media Ethics and Law
SCCG5433   Broadcast Journalism
SCCG5453   Seminar in Media and Journalism

Research Project (12 credit hours)
SMJZ69912   Research Paper

(B) COURSEWORK AND DISSERTATION

The Master of Science Multimedia Journalism by coursework and dissertation is a 40-credit-hour programme which comprises the following:

Core Courses (13 credit hours)
SMMJ5013   Multimedia Journalism Theory and Management
SMMJ5023   Advanced Writing for Multimedia Journalism
SMMJ5043   Multimedia Newsroom Management
SMMJ5064   Online Journalism Research Methods

Master's Dissertation (27 credit hours)
SMJZ69927   Master's Dissertation

MASTER OF SCIENCE MULTIMEDIA STUDIES

PROGRAMME STRUCTURE

(A) COURSEWORK

The Master of Science Multimedia Studies by coursework is a 41-credit-hour programme which comprises the following:

Core Courses (17 credit hours)
SMMS5013 Advanced Multimedia
SMMS5023 Persuasive Technologies
STIV5014   Interaction Design
SMMS5033 Multimedia Writing
SZRZ6104   Research Methodology

Specialisation Courses (12 credit hours)
Choose any 1 option from the specialisations listed below:

a.   Design
SMMS5043 Digital Illustration
SMMS5053 3D Motion Graphics
SMMS5063 User Experience
SMMS5073 Mobile Technologies
SMMS5093 Virtual Reality

b.   Media And Communication
SMMS5083 Digital Culture
SCCG5113 Managerial Communication
SCCG5253 Corporate Comunication
SCCG5343 New Media Management

Research Project (12 credit hours)
SMJZ69912 Research Paper

(B) COURSEWORK AND DISSERTATION

The Master of Science Multimedia Studies by coursework and dissertation is a 49-credit-hour programme, which comprises the following:

Core Courses (7 credit hours)
SMMS5013   Advanced Multimedia
SZRZ6104   Research Methodology

Elective Courses (6 credit hours)
Students are required to choose any two (2) courses from the courses listed below:

SMMS5043   Digital Illustration
SMMS5053   3D Motion Graphics
SMMS5063   User Experience
SMMS5073   Mobile Technologies
SMMS5083   Digital Culture
SMMS5093   Virtual Reality
SCCG5113   Managerial Communication
SCCG5253   Corporate Comunication
SCCG5343   New Media Management

Dissertation (36 credit hours)
SMMZ69936 Dissertation

MASTER OF SCIENCE (DECISION SCIENE)

The Master of Science (Decision Science) programme is designed to promote professional development of researchers, academicians and others who are involved in decision-making processes. The programme aims to produce postgraduates who possess in-depth knowledge and skills for scientific decision making; sufficient knowledge in integrating other field areas such as economy, management, humanities and others, as well as having in-depth knowledge in Quantitative or Decision Science; and able to apply the knowledge through research and other lifelong learning activities. Decision Science professionals are relevant in many fields such as manufacturing, marketing, banking, finance, logistics, healthcare, transportation, telecommunication, forestry, military, energy among others. The programme is offered in two modes, i.e. (A) Coursework and Dissertation and (B) Research.

PROGRAMME STRUCTURE

(A)   COURSEWORK AND DISSERTATION

Students must fulfil 40 credit hours which comprise 20 credit hours of coursework and 20 credit hours of dissertation as follows:

Core Courses (20 credit hours)
SQIT5013   Business Programming Using Visual Tools
SQIT5033   Business Intelligence and Analytics for Decision Support
SQQP5043 Simulation for Decision Making
SQQP6014 Operational Research
SQQP6023 Heuristic Techniques for Combinatorial Optimization Problems
SZRZ6014   Research Methodology

Dissertation (20 credit hours)
SQQP69920 Dissertation

(B)   RESEARCH

Students are required to:

i.   present and defend the proposed research to a committee;
ii.   Present the progress report of research work at colloquiums arranged by the Graduate School / respective School;
iii.   attend a viva voce session to defend the thesis; and
iv.   submit a written thesis.

Students without sufficient research skills and knowledge are required to attend and pass the following courses with at least a B grade before being allowed to defend their proposal (i.e. within the first two semesters of their enrolment):

i.   SZRZ6014   Research Methodology;
ii.   SCLE6014   Academic Writing; and/or
iii.   any other courses as determined by the supervisor or Academic Committee.

MASTER OF SCIENCE (DATA ANALYSIS)

The aim of the programme is to produce graduates who are capable in data analytical skills, able to create knowledge from data, and solve real life problems in multidisciplinary fields. This unique programme implements a holistic approach in data analysis by including both qualitative and quantitative aspects plus variety of methods through hands-on approach. This programme will produce data analysts who are capable of analysing the diversity of data (qualitative: text, narrative & visual; and quantitative: numerical) which is demanded in the industries specifically in research and development field (R&D). Quality research findings greatly trigger innovation, and this is important to become a developed nation by 2020.

PROGRAMME STRUCTURE

The Master of Science (Data Analysis) programme is offered by coursework. Students are required to complete at least 41 credit hours, which comprises the following:

Core Courses (29 credit hours)
SQQM5013 Risk Analysis
SQQP6014 Operational Research
SQQS5013 Exploratory Data Analysis
SQQS5023 Inferential Techniques
SQQS5034 Qualitative Data Analysis
SQQS5043 Psychometrics
SQQS5053 Applied Multivariate Data Analysis
SQQS5063 Forecasting Techniques
SQQS6013 Research Methods

Elective Courses (6 credit hours)
Students are required to choose any two (2) courses from the courses listed below:

SQIT5013   Business Programming Using Visual Tools
SQQM5023 Topics in Mathematical Modelling
SQQP5043 Simulation for Decision Making
SQQP6023 Heuristic Techniques for Combinatorial Optimization Problems
SQQS5073 Structural Equation Modelling
SQQS5083 Body Language Analysis
SQQS5093 Rasch Analysis
SQQS5103 Quality Management and Improvement
SQQS5113 Applied Survival Analysis

Project Paper (6 credit hours)
SQSZ6996   Project Paper

OTHER MASTER'S PROGRAMMES BY RESEARCH

PROGRAMMES

1. Master of Arts (Communication)
2. Master of Arts (History)
3. Master of Arts (Islamic Studies)
4. Master of Arts (Psychology)
5. Master of Arts (Social Work)
6. Master of Science (Mathematics)
7. Master of Science (Media Management)
8. Master of Science (Multimedia Studies)
9. Master of Science (Statistics)

PROGRAMME STRUCTURE

The above programmes are offered by full research. Students are required to:

i.   attend and pass the following courses with at least a B grade :
    a.   SZRZ6014   Research Methodology;
    b.   SCLE6014   Academic Writing; and/or
    c.   any other courses as determined by the supervisor or Academic Committee

ii.   present and defend the proposed research to a committee;
iii. present the progress report of research work at colloquiums arranged by the Graduate School;
iv.   attend a viva voce session to defend the thesis; and
v.   submit a written thesis.

POSTGRADUATE DIPLOMA IN EDUCATION

SPECIFIC ADMISSION REQUIREMENT

Applicants for Postgraduate Diploma in Education (PGDE) must fulfil the following criteria for admission:

i.   a bachelor's degree with honours recognised by Ministry of Education, Malaysia with a CGPA of at least 2.75; and
ii.   pass the Malaysian Certificate of Education (SPM); and
iii.   a credit in Bahasa Melayu/Bahasa Malaysia at SPM level or its equivalent.

PROGRAMME STRUCTURE

Postgraduate Diploma in Education (PGDE) is a 40-credit-hour programme, which comprises the following components:

Core Courses (17 credit hours)
SGDF4012   Philosophy and Educational Development in Malaysia
SGDY4022   Application of Educational Psychology
SGDG4032   School and Society
SGDU4162   Co-Curriculum Management
SGDE4013   Assessment in Learning
SGDT4013   Technology and Innovation in Education
SGDP4043   Action Research in Education

Teaching Methodology (4 credit hours)
Choose any 1 course from the list below:

SGDK4014   *Kaedah Mengajar Bahasa Melayu*
SGDK4024   ELT Methodology
SGDK4034   Mathematics Teaching Method
SGDK4084   Moral Pedagogy
SGDK4044   Islamic Education Teaching Methods
SGDK4064   Teaching Method of Commerce and Entrepreneurship

Microteaching (2 credit hours)
SGDK4042   Micro and Macro Teaching

Second option courses (9 credit hours)
Choose any 1 option from the specialisations listed below:

a.   Moral Education
SGDV4013   Ethics and Moral Education
SGDV4133   Moral Psychology
SGDV4213   Curriculum for Moral Education

b. Civic Education
SGDV4033   Education for Nation State
SGDV4123   Citizenship Education in Malaysia
SGDV4223   Civic and Citizenship in Education

c. TESL
SGDK4013   Literacy Pedagogy for Secondary Classrooms
SGDK4023   Oral Pedagogy for Secondary Classrooms
SGDK4033   Literary Studies

d. Bahasa Melayu
SBLM4013   Malay Linguistics
SBLM4023   Language in Social Cultural Context
SBLM4033   Malay Literature

e. Interactive Multimedia
SGDM4013   Graphic and Animation Development in Education
SGDM4023   Audio and Video Development for Education
SGDK4043   Information Technology Pedagogy

Teaching practice (8 credit hours)
SGDX4018   Teaching Practice

POSTGRADUATE DIPLOMA IN HIGHER EDUCATION LEARNING AND TEACHING

SPECIFIC ADMISSION REQUIREMENT

Applicants for Postgraduate Diploma in Higher Education Learning and Teaching (PGDHELT) must fulfil the following criteria for admission:

i.   A Bachelor's Degree with Honours from Universiti Utara Malaysia or any other institution of higher learning recognized by the University Senate at least with CGPA 2.75 and above; OR
ii. A Bachelor's Degree with CGPA less than 2.75 from Universiti Utara Malaysia or any other institution of higher learning with at least five (5) years working experience in a related field; or
iii. A Diploma from any higher learning institution recognised by the University Senate at least with ten (10) years working experience in a related field and with aged thirty (30) and above; or
iv. Any other equivalent qualifications recognised by the University Senate.

PROGRAMME STRUCTURE

Postgraduate Diploma in Higher Education Learning and Teaching (PGDHELT) is a 30-credit-hour programme, which comprises the following components:

Education Foundation (9 credit hours)
SGHE5043 The New Academia
SGHE5053 Understanding Learners
SGHE5073 Coaching, Mentoring & Supervision

Discipline Core (12 credit hours)
SGHE5013 Curriculum for Higher Education
SGHE5023 Instructional Delivery in Higher Education
SGHE5033 Assessment in Higher Education
SGHE5083 Teacher Scholar

Elective (3 credit hours)
SGHE5063 Supporting Holistic Student Development

Professional Practice (6 credit hours)
SGHX5996 Professional Practice

OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS

ABOUT OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS

INTRODUCTION

The Othman Yeop Abdullah Graduate School of Business (OYAGSB) was established as part of the university's bold effort to continuously provide innovative and effective business management related education. With the tag line "Distinctively Different", OYAGSB aims to nurture leaders who make a difference in a responsible and sustainable manner.

OYAGSB is also proud of its position as the only business school in Malaysia that has a comprehensive pool of faculty members specialised in various areas of business management such as Accounting, Banking and Finance, Entrepreneurship, Human Resource, International Business, Marketing, Production and Operation. Our main campus in Sintok, Kedah has world-class facilities and infrastructures for postgraduate studies.

The programme portfolios are recognised locally by the Malaysian Qualification Agency (MQA) and internationally by international accreditation bodies of AACSB (The Association to Advance Collegiate Schools of Business), AMBA (Association of MBAs), and ABEST21 (The Alliance on Business Education and Scholarship for Tomorrow), signifying its position among the top business schools in the world. OYAGSB is also a Global Partner of Chartered Management Institute (CMI).

CONTACT INFORMATION

Prof. Dr. Hassan Abu Bakar
Dean
Tel: +604-928 7101
e-mail; abhasan**@uum.edu.my**

Prof. Ts Dr. Norazah Mohd Suki
Deputy Dean (Academic and International Affairs)
Tel: +604-928 7143
e-mail: **norazah.mohd.suki@uum.edu.my**

Prof. Madya Dr. Sabariah binti Yaakub
Deputy Dean (Academic Affairs & International Affairs)
Tel: +604-928 7143
e-mail: **y.sabariah@uum.edu.my**

Ms. Rozita Ramli
Assistant Registrar
Tel: +604928 7113
e-mail: **rrozita@uum.edu.my**

Mr. Hisaruddin Ahmat
Research Officer
Tel: +604928 7114
e-mail: **hisaruddin@uum.edu.my**

General Office
(Main Campus UUMKL)

Tel: **+6011-11293060**

e-mail:
oyagsb@uum.edu.my
oya_admission@uum.edu.my

website:
www.oyagsb.uum.edu.my

facebook.com/oyags
twitter.com/oyag

PROGRAMMES OFFERED

Programmes offered by the OYAGSB

NO.	PROGRAMME	PROGRAMME STRUCTURE
1.	Doctor of Philosophy (PhD) – fields of study: ▪ Leadership and Organizational Behaviour ▪ Financial Analysis and Policy ▪ Innovation and Entrepreneurship ▪ Industrial and Development Economics ▪ Corruption and Accounting Fraud ▪ Global Human Capital and Talent Management	✓ Research
2.	Doctor of Business Administration (DBA)	✓ Coursework and Dissertation
3.	Doctor of Management	✓ Research
4.	Master of Business Management	✓ Coursework
5.	Master of Business Administration (MBA)	✓ Coursework

DOCTOR OF PHILOSOPHY

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by **full research**. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a **B** grade before they continue with their research:

i.   SZRZ6014   Research Methodology
ii. SCLE6014   Academic Writing; **and/or**
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1. Present their research work at colloquiums/symposiums set by the respective Schools;

2. Defend their research proposals successfully, as per requirement below:

   a) students are required to defend their proposals to a committee comprising a chairperson and two (2) reviewers appointed by respective Schools.
   b) students must submit two (2) copies of their proposals to respective Schools at least two (2) weeks prior to the defence.
   c) the reviewers would provide written comments and recommend the status of the research proposals at the end of the defence session.
   d) students are required to make amendments based on the comments and suggestions given by the reviewers.
   e) in case of re-defence, students are given a maximum of six (6) months to refine and to successfully re-defend their research proposals. Failure to do so would result in termination from the programme.

3. Produce at least ONE (1) article, accepted/published for publication in a Scopus Indexed Journal before viva voce.

4. Attend a viva voce session to defend their thesis, as per requirement below:

   a) Upon approval from their supervisor(s), students should fill the form **"Intent to Submit Graduate Thesis/Dissertation"** and submit it to respective Schools together with three (3) copies of the thesis (note that students are also required to submit the softcopy version of their thesis).
   b) Students will be informed of the viva voce session by respective Schools.
   c) Students have to pay the viva voce fee before the viva voce session.

5. Submit a written thesis (only applicable for those who passed the viva voce session):

   a) Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b) Before binding the final thesis, students should obtain approval (or signature) from respective Schools for certification of thesis.
   c) The thesis should be prepared in three copies (two in hard cover and one in loose copy), all of which are to be submitted to respective Schools.

DOCTOR OF BUSINESS ADMINISTRATION

PROGRAMME STRUCTURE

Doctor of Business Administration (DBA) is offered by coursework and dissertation with 82 credit hours which comprises the following:

Business Fields (15 credit hours)
BDAK8033   Accounting Practice and Regulation
BDFM8013   Corporate Financial Strategy
BDHS7013   Leadership and Organizational Effectiveness
BDMF8013   Global Economic and Business Issues
BDMM8033 Global Strategic Marketing and Competitive Analysis

Research Method (9 credit hours)
BDMR8013   Business Research and Methodology
                          (students must pass this course as a pre-requisite before being allowed to
                          register for BDMI8013 Research Proposal Construction)
BDMR8053   Data Analysis
BDMI 8013   Research Proposal Construction

Business Electives (6 credit hours)
Choose any two (2) courses from the following:

BDME8033   Seminar in Corporate Entrepreneurship
BDMF8043   Seminar in International Business
BDMF8053   Seminar in Business and Sustainability
BDMH 8013 Strategic Human Resource Management
BDMH8023   Business Negotiations
BDMM8043 Contemporary Issues in Marketing
BDMN8033   Organizational Change Management
BDMN8043   Managing Strategy and Innovation

Consultation (3 credit hours)
BDMX8023   Business Consultation

Dissertation (49 credit hours)
BDMZ89949 Dissertation

DBA students are also required to:

1.   Present their research work at colloquiums arranged by Othman Yeop Abdullah Graduate School of Business;

2.   Defend their research proposals successfully to a committee;

3.   They shall produce at least one (1) case study or article by choosing either Option A or Option B, before viva voce.
          Option A: Publish at least one (1) case study; OR

Option B: Publish at least one (1) article, which is published in a referred journal/ professional business magazine (example: Malaysian Business, Marketeers, Accounts Today, The Asian Banker, HRM Asia, INSURANCE

4. The article or case study is produce individually or can be co-authored only with and consented by the supervisor(s).

5. The article or case study accepted or published must be based on the DBA candidate's research topic.

6. The article or case study must be accepted or published during the candidacy.

7. The article or case study must be accepted or published before a viva-voce session

DOCTOR OF MANAGEMENT

INTRODUCTION

The Doctor of Management programme at Universiti Utara Malaysia is by full research in which students are assessed on the thesis produced at the end of their study period. This programme develops graduates from the industry to become scholars and researchers who are able to contribute knowledge and expertise to their specific field in the industry.

Doctor of Management students may choose to specialise in any of the various fields in UUM.

UUM offers the Doctor of Management programme on a full-time mode, in which students will have to complete their studies between nine (9) to fifteen (15) trimesters.

ADMISSION REQUIREMENT

An applicant must be a full-time employee who serves a company or an organization and holds a senior position. The applicant must also possess:

a)   a master's degree recognised by the University Senate and have at least five (5) years of work experience in the area relevant to the research topic.; and

b)   fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

The Doctor of Management (D.Mgmt.) programme is offered by full research. Students are required to enrol and pass the following pre-requisite courses with at least a B grade during the first two (2) trimesters of their enrolment (i.e. before being allowed to defend their thesis proposal):

a)   SZRZ6014 Research Methodology
b)   SCLE6014 Academic Writing

To be able to graduate, D.Mgmt. students are required to:

1)   present and defend a proposed research/thesis to a committee;

2)   present progress report of research work at colloquiums arranged by the Graduate School;

3)   They shall produce either case study, articles or patented product(s) by choosing any one of the following options:
     Option A: Publish at least one (1) case study;
     Option B: Produce at least one (1) article, which is published in a refereed journal
     Option C: Produce at least 1 patented product co-owned by the candidate,
               supervisor(s), and UUM

4) The article or case study is produce individually or can be co-authored only with and consented by the supervisor(s).

5) The article or case study accepted or published must be based on the D.Mgmt candidate's research topic.

6) The patented product must be the output from the D.Mgmt candidate's research topic.

7) The article or case study must be accepted or published during the candidacy.

8) The article or case study must be accepted or published before a viva-voce session.

9) The patented product must be registered during the candidacy or before the viva voce session.

MASTER OF BUSINESS MANAGEMENT

PROGRAMME STRUCTURE

Master of Business Management (MBM) is offered by coursework. Students are required to complete 42 credit hours which consist of 24 credits of Core Courses, 6 credits of Elective Courses, 6 credits of Internship Work Placement and 6 credits of Business Consultancy Project.

The programme structure is as follows:

Core Courses (24 Credit Hours)
OPMM6033   Fundamentals of Business Management and Sustainability
OPMH6023   Managerial Skills and Workplace Relationships
OPMM6053   Marketing in the Digital Era
OPME6043   High Growth Entrepreneurship, Venture Creation & Innovation
OPMM6043   Contemporary Strategy Analysis
OKMA6043   Contemporary Accounting and Finance for Non- Accountants
ODMR6023   Research Methods for Practitioners
OJMP6043   Operations and Supply Chain Management in Digital Economy

Elective Courses (6 Credit Hours)
Choose only 2 (TWO) Elective Courses:

OPMM6063   Global Business Management
OPMM6073   Halal Industry Management
OMMU6023   Business Ethics and Sustainability

Internship or Work Placement (6 Credit Hours)
ODMZ6996   Internship or Work Placement

Business Consultancy Project (6 Credit Hours)
ODMZ6146   Business Consultancy Project

MASTER OF BUSINES ADMINISTRATION

PROGRAMME STRUCTURE

Master of Business Administration (MBA) is offered by coursework. Students are required to complete 48 credit hours which consist of 36 credits of Core Courses, 6 credits of Elective Courses, and 6 credits of Project Paper.

The programme structure is as follows:

Core Courses (36 Credit Hours)
OJMP6013   Operation and Innovation Management
OKMA6013   Accounting for Managers
OPMM6013   Strategic Marketing
OPMM6023   Strategic Management
OPMH6013   Organizational Behaviour
OJMT6013   E-Business
OWFM6013   Corporate Finance
OMMU6013   Business Ethics, CSR and Sustainability
OEEM6013   Economics for Business
OQQP6013   Decision Making in Business
OPME6013   Innovation and New Venture Creation
ODMR6013   Business Research Methods

Elective Courses (6 Credit Hours)
Choose 2 (TWO) Elective Courses from the following streams (subject areas):

1.   Accounting
OKMA6023   Accounting Fraud And Forensic Investigation
OKMA6033   Contemporary Issues in Accounting

2.   Islamic Banking and Finance
OWFF6013   Islamic Financial Markets, Instruments and Institution
OWFF6023   Contemporary Islamic Banking

3.   Business Analytics
OJMT6023   Data Mining for Business Applications
OJMT6033   Data Visualization for Consumer Insights

4.   Entrepreneurship, Creativity and Innovation
OPME6023   Entrepreneurship Development
OPME6033   Entrepreneurship and Strategy

5.   Operation and Supply Chain Management
OJMP6023   Global Supply Chain Management
OJMP6033   Logistics Management

6.   Human Resource Management
OPMH6023   Leadership in Organization
OPMH6033 Organizational Change Management

7.   Communication and Business Negotiation
OCCC6013   Strategic Corporate Communication
OCCC6023   Communication for Managers

Project Paper (6 Credit Hours)
ODMZ6996   Project Paper

At the end of the programme, students are given three months to prepare a Project Paper addressing effectively a current business issue by implementing the newly acquired theories, methodologies and techniques. A senior member of academic staff will be assigned as a project supervisor/ mentor.

COLLEGE OF BUSINESS

ABOUT COLLEGE OF BUSINESS

INTRODUCTION

Postgraduate Studies Unit UUM COB (PSU UUM COB) was established in January 2021. With the motto "Gateway to Postgraduate Education in Business and Management", PSU UUM COB aims to become one stop centre to provide necessary support services and unique learning experience to the students when they enrolled into postgraduate programmes offered by College of Business, Universiti Utara Malaysia.

There are five schools under UUM COB namely School of Business Management (SBM), Islamic Business School (IBS), School of Economics, Finance and Banking (SEFB), Tunku Puteri Intan Safinaz School of Accountancy (TISSA), and School of Technology Management and Logistics (STML) offering broad spectrum of specialised business and management programmes both at the Master and Doctoral level.

As a bridge connecting Schools under UUM COB and postgraduate students, PSU UUM COB set to work closely with everyone to ensure students have pleasant education experience with us throughout their studies. As a AACSB accredited College, UUM COB and PSU UUM COB strive to provide world class education to students.

CONTACT INFORMATION

Assoc. Prof. Dr. Subramaniam Sri Ramalu
Director
Postgraduate Studies Unit
UUM College of Business
Tel: +604-928 7100
e-mail; subra@uum.edu.my

Madam Nurul Nadiah Rusle
Assistant Registrar
Tel: +604-928 7104
e-mail: nurul.nadiah@uum.edu.my

General Office
(Former Building)
Tel   : **+604-928 7130**
e-mail   : **cobpg@uum.edu.my; cobadmission@uum.edu.my**
website : **http://www.cob.uum.edu.my/postgraduate-studies-cob**

PROGRAMMES OFFERED

UUM SINTOK

NO.	PROGRAMME	PROGRAMME STRUCTURE	SCHOOL
1.	Doctor of Philosophy (PhD) – field ▪ Business Information System ▪ Consumer and Market Analysis ▪ Corporate Governance, Contemporary and Critical Accounting ▪ Operation, Procurement and Supply Chain Management ▪ Business Communication Strategy ▪ Critical Islamic Banking and Finance	✓ Research	All schools
2.	Master of Economics (MEc.)	✓ Coursework ✓ Coursework and Dissertation ✓ Research	School of Economics, Finance and Banking (SEFB)
	Master of Science (Finance)	✓ Coursework ✓ Research	
	Master of Science (Banking)	✓ Research	
	Master of Science (Risk Management)	✓ Coursework ✓ Research	
3.	Master of Human Resource Management (MHRM)	✓ Coursework ✓ Research	School of Business Management (SBM)
	Master of Science (Occupational Safety and Health Management)	✓ Coursework ✓ Research	
	Master of Science (Management)	✓ Coursework ✓ Research	
4.	Master of Science (Islamic Finance)	✓ Research	Islamic Business School (IBS)
	Master of Islamic Business Studies (MIBS)	✓ Coursework ✓ Research	
	Master in Islamic Finance and Banking (MIFB)	✓ Coursework	

NO.	PROGRAMME	PROGRAMME STRUCTURE	SCHOOL
5.	Master of Science (Operation Management)	✓ Research	School of Technology Management and Logistics (STML)
	Master of Science (Technology Management)	✓ Research	
	Master of Science (Supply Chain Management)	✓ Coursework	
	Master of Science (Transportation and Logistics Management)	✓ Coursework	
	Master of Science (Project Management)	✓ Coursework	
6.	Master of Science (International Accounting)	✓ Coursework	Tunku Puteri Intan Safinaz School of Accounting (TISSA)
	Master of Science (Accounting)	✓ Research	
	Master in Taxation	✓ Coursework	

DOCTOR OF PHILOSOPHY

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

i.   SZRZ6014   Research Methodology
ii.   SCLE6014   Academic Writing; and/or
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1.   Present their research work at colloquiums/symposiums set by the respective Schools;

2.   Defend their research proposals successfully, as per requirement below:

   a)   students are required to defend their proposals to a committee comprising a chairperson and two (2) reviewers appointed by respective Schools.
   b)   students must submit two (2) copies of their proposals to respective Schools at least two (2) weeks prior to the defence.
   c)   the reviewers would provide written comments and recommend the status of the research proposals at the end of the defence session.
   d)   students are required to make amendments based on the comments and suggestions given by the reviewers.
   e)   in case of re-defence, students are given a maximum of six (6) months to refine and to successfully re-defend their research proposals. Failure to do so would result in termination from the programme.

3.   Produce at least ONE (1) article, accepted/published for publication in a Scopus Indexed Journal before viva voce.

4.   Attend a viva voce session to defend their thesis, as per requirement below:

   a)   Upon approval from their supervisor(s), students should fill the form "Intent to Submit Graduate Thesis/Dissertation" and submit it to respective Schools together with three (3) copies of the thesis (note that students are also required to submit the softcopy version of their thesis).
   b)   Students will be informed of the viva voce session by respective Schools.
   c)   Students have to pay the viva voce fee before the viva voce session.

5.   Submit a written thesis (only applicable for those who passed the viva voce session):

   a)   Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva voce session by the examiners.
   b)   Before binding the final thesis, students should obtain approval (or signature) from respective Schools for certification of thesis.
   c)   The thesis should be prepared in three copies (two in hard cover and one in loose copy), all of which are to be submitted to respective Schools.

RESEARCH FIELDS

Candidates are advised to undergo research training in any areas of business-related fields and economics, either from the conventional or Islamic perspectives, as follows (but not necessarily limited to):

No.	School	Research Field
1	School of Business Management (SBM)	▪ Entrepreneurship ▪ Healthcare Management ▪ Human Resource Management ▪ Management ▪ Management Information System ▪ Marketing ▪ Occupational Safety and Health Management
2	School of Economics, Finance & Banking (SEFB)	▪ Agribusiness ▪ Economics ▪ Banking ▪ Finance ▪ Risk Management
3	Tunku Puteri Intan Safinaz School of Accountancy (TISSA-UUM)	▪ Financial Accounting ▪ Auditing ▪ Forensic Accounting ▪ Accounting Information Systems ▪ Management Accounting ▪ Taxation and Zakat ▪ Islamic Accounting ▪ Environmental, Social, and Governance (ESG)
4	School of Technology Management and Logistics (STML)	▪ Technology Management ▪ Operation Management ▪ Logistics Management ▪ Project Management ▪ Quality Management
5	Islamic Business School (IBS)	▪ Islamic Economics ▪ Islamic Management ▪ Islamic Finance and Banking ▪ Muamalat and Syariah Advisory

Please refer to the website of Postgraduate Studies Unit, UUM College of Business at http://www.cob.uum.edu.my/postgraduate-studies-cob and the respective schools for further details.

MASTER OF ECONOMICS

PROGRAMME STRUCTURE

The 40-credit-hour Master of Economics (MEc.) is offered in three (3) alternative modes: a) coursework, b)coursework and dissertation, and c) full research.

(A) COURSEWORK

Students are required to complete at least 40 credit hours which comprise the following:

Core Courses (19 credit hours)
BEEB5053 Microeconomics Analysis
BEEB5063 Macroeconomics Analysis
BEEQ5114 Applied Econometrics
BEER6013 Research Methods in Economics
BEED5113 Malaysian Economics Management
BEEB5073 Contemporary Issues in Economics

Elective Courses (12 credit hours)
Choose any four (4) courses from the list below:

BEET5133 Global Trade and International Financial Issue
BEEM5123 Banking and Financial Economics
BEEI5153 Labour Market Analysis
BEEE5133 Environmental and Natural Resource Economics
BEES5013 Economics of Strategy
BEEH5013 Economics of Happiness
BEEP5133 Project Management

Project Paper (9 credit hours)
BEEZ6999 Project Paper

(B) COURSEWORK AND DISSERTATION

Students are required to complete at least 40 credit hours which comprise the following:

Core Courses (19 credit hours)
BEEB5053 Microeconomics Analysis
BEEB5063 Macroeconomics Analysis
BEEQ5114 Applied Econometrics
BEER6013 Research Methods in Economics
BEED5113 Malaysian Economics Management
BEEB5073 Contemporary Issues in Economics

Dissertation (21 credit hours)
BEEZ69921 Dissertation

(C) RESEARCH

Students are required to do the following:

1. Register and pass two (2) pre-requisite courses, i.e. BEER6013 Research Methods in Economics and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirements below:

    a. Students must submit two (2) copies of their research proposals to the School at least 2 weeks prior to the proposal defence session;
    b. The examiner(s) should provide written comments and recommend the status of the proposals at the end of the session;
    c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
    d. The research proposals should comprise the following chapters:
        - Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
        - Chapter 2 : Literature Review
        - Chapter 3 : Research Methodology
            a. Research Framework
            b. Hypotheses/ Propositions Development

3. Produce at least one (1) article which is accepted for publication in a refereed journal.

4. Attend a viva voce session to defend their thesis, per requirement below:

    a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
    b. Students will be informed of the viva voce session by the School;
    c. Students have to pay the viva voce fee before the session takes place.

5. Submit a written thesis:

    a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
    b. Before binding the final thesis, students should obtain approval (or signature) from the School for certification of the thesis.
    c. Students should prepare the thesis in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF SCIENCE (FINANCE)

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Science (Finance) by coursework is a 42-credit-hour programme which comprises the following:

Core Courses (12 credit hours)
BPMN6073 Research Methodology
BWFF5013 Corporate Financial Management
BWFF5033 Financial Reporting and Statement Analysis
BWFN5013 Investment

Specialization Courses (15 credit hours)
Choose one (1) of the specialization below:

a. Financial Management
BWFF5023 Islamic and Conventional Financial Markets, Instruments and Institutions
BWFF5043 International Financial Management
BWFF5053 Advanced Corporate Financial Management
BWFF5073 Advanced Financial Modelling
BWFF6013 Seminar in Finance

b. Investment Management
BWFF5043 International Financial Management
BWFF5063 Financial Risk Management
BWFF5073 Advanced Financial Modelling
BWFN5023 Portfolio Theory
BWFN5033 Fixed Income Securities

c. Banking
BWBB5093 Bank and Financial Institutions Management
BWBB5103 Advanced Business Lending
BWBB5113 Risk Management in Banking and Financial Institutions
BWBB5063 International Trade and Banking Practices
BWBB5083 Marketing of Financial Services

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BWFF5083 Small Business Finance
BWFF5093 Corporate Governance
BWFN5043 Real Estate Finance and Investment

Project Paper (9 credit hours)
BPMZ6999 Project Paper

(B) RESEARCH

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

    a. Students must submit two (2) copies of their research proposals to the Schoolat least 2 weeks prior to the proposal defence session;
    b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
    c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
    d. The research proposal should comprise the following chapters:
        *   Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
        *   Chapter 2 : Literature Review
        *   Chapter 3 : Research Methodology
            a. Research Framework
            b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

    a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
    b. Students will be informed of the viva voce session by the School;
    c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

    a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
    b. Before binding the final thesis, students should obtain approval (or signature) from the Schoolfor certification of the thesis.
    c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF SCIENCE (RISK MANAGEMENT)

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Science (Risk Management) by coursework is a 42-credit-hour programme which comprises the following:

Core Courses (21 credit hours)
BWFF5013   Corporate Financial Management
BWRR5063   Risk and Insurance
BWRR5013   Risk Management
BWRR5023   Enterprise Risk Management
BWRR5073   Risk Assessment and Decision Making
BWRR5083   Business Continuity and Crisis Management
BEER6013   Research Methods in Economics

Elective Courses (12 credit hours)
Choose any four (4) courses from the list below:

BPMN6023   Strategic Management
BWBB5133   Risk Management in Financial Institution
BWFF5053   Advanced Corporate Financial Management
BWFF5063   Financial Risk Management
BWFF5093   Corporate Governance
BWRR5043   Islamic Risk Management
BWRR5053   Employee Benefits Management
BWRR5093   Risk Management in Public and Non Profit Organization
BWRR5103   Sustainability Risk Management
BWRR5113   Project Risk Management

Project Paper (9 credit hours)
BPMZ6999 Project Paper

(B)   RESEARCH

Students are required to:

1.   Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the School at least 2 weeks prior to the proposal defence session;
   b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposal should comprise the following chapters:

      - Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - Chapter 2 : Literature Review
      - Chapter 3 : Research Methodology
        a. Research Framework
        b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
   b. Before binding the final thesis, students should obtain approval (or signature) from the School for certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF HUMAN RESOURCE MANAGEMENT

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Human Resource Management (MHRM) by coursework is a 42-credit-hour programme which comprises the following:

Core Courses (24 credit hours)
BSMH5013   Human Resource Management
BSMH5023   Strategic Human Resource Management
BSMH5033   Industrial Relations
BSMH5043   Performance Management
BSMH5133   Human Resource Development
BSMH5143   Compensation and Benefits Management
BPMN6013   Organizational Behavior and Development
BPMN6073   Research Methodology

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BEEG5013   Managerial Economics
BSMH5053   Managing Occupational Safety and Health
BSMH5063   Workforce Diversity Management
BSMH5073   Human Resource Costing
BSMH5083   Human Resource Information Systems
BSMH5093   Managing Change and Communication
BSMH5113   Business Negotiations
BSMH5123   International Human Resource Management
GMUL5043   Legal and Ethical Issues in Human Resource Management

Research Paper (12 credit hours)
BPMZ69912 Research Paper

(B) RESEARCH

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

    a.   Students must submit two (2) copies of their research proposals to the School at least 2 weeks prior to the proposal defence session;

   b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposal should comprise the following chapters:

   - Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
   - Chapter 2 : Literature Review
   - Chapter 3 : Research Methodology
     a. Research Framework
     b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
   b. Before binding the final thesis, students should obtain approval (or signature) from the Schoolfor certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF SCIENCE (OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT)

PROGRAMME STRUCTURE

(A) COURSEWORK

Students have to fulfil at least 43 credit hours of coursework which comprise the following:

Core Courses (22 credit hours)
BSMH5203 Aspect of OSH Legislation
BSMH5213 Safety Management
BSMH5223 Health Management
BSMH5263 OSH Management Systems
BSMH5273 Industrial Hygiene Management
BSMH5303 Human Resource Management and Behavioral Aspects in Safety and Health
SZRZ 6014   Research Methodology

Elective Courses (9 credit hours)
Choose any 3 courses from the list below:

BPMN6043 Leadership in Organization
BSMH5243 Fire Safety Management
BSMH5253 Emergency Response Management
BSMH5283 Ergonomic Management
BSMH5293 Chemical Management
BSMH5313 Risk Management Techniques
BSMH5323 Occupational Psychosocial Issues

Research Paper (12 credit hours)
BPMZ69912 Research Paper

(B) RESEARCH

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the Schoolat least 2 weeks prior to the proposal defence session;
   b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;

c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and

d. The research proposal should comprise the following chapters

- Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.

- Chapter 2 : Literature Review

- Chapter 3 : Research Methodology
  a. Research Framework
  b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
   b. Before binding the final thesis, students should obtain approval (or signature) from the School for certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF SCIENCE (MANAGEMENT)

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Science (Management) by coursework is a 42-credit-hour programme which comprises the following:

Core Courses (24 credit hours)
BPMM6013 Marketing Management
BPMN6013 Organizational Behavior and Development
BPMN6023 Strategic Management
BPMN6053 Management Information System
BJMP5023 Operation and Technology Management
BPMN6073 Research Methodology
GMUL5063 Law, Ethics and Corporate Social Responsibility
BWFM5013 Corporate Finance

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BSMH5093 Managing Change and Communication
BSMH5023 Strategic Human Resource Management
BPME6093 Entrepreneurship Development
BPMS6023 Muamalat Management
BPMS6033 Muamalat Principle in Islamic Capital and Money Market
BPMS6013 Theory and Philosophy of Muamalat
GFMA6043 International Business
SCCG5113 Managerial Communication

Research Paper (12 credit hours)
BPMZ69912 Research Paper

(B) RESEARCH

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School,as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the Schoolat least 2 weeks prior to the proposal defence session;

b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;

c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and

d. The research proposal should comprise the following chapters:

- Chapter 1 :   Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.

- Chapter 2 :   Literature Review

- Chapter 3 :   Research Methodology
  a. Research Framework
  b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;

b. Students will be informed of the viva voce session by the School;

c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.

b. Before binding the final thesis, students should obtain approval (or signature) from the Schoolfor certification of the thesis.

c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER OF ISLAMIC BUSINESS STUDIES

PROGRAMME STRUCTURE

(A) COURSEWORK

Master of Islamic Business Studies is a 42-credit-hour programme that comprises the following courses:

Core Courses (18 Credit Hours)
BIEE5013   Islamic Economics
BIFF5063   Islamic Financial Market, Instruments and Institutions
BIMM5013 Management and Organization from Islamic Perspective
BIMM5073 Research Methods for Islamic Business Studies
BISS5033   Deduction Method and Maqasid Shariah for Business
BWSS5023 Islamic Financial Contracts & Maxims

Elective Courses (12 credit hours)
Choose any four (4) courses from the list below:

Islamic Management
BIMM5023 Leadership Theories and Leadership in Islam
BIMM5033 Decision Making and Syura in Organization
BIMM5043 Entrepreneurship from Islamic Perspective
BIMM5053 Islamic Principle in Marketing Management
BIMM5063 Human Resource Management From Islamic Perspective
BPMN6023 Strategic Management

Islamic Economics
BEEB5013 Advanced Microeconomics
BEEB5023 Advanced Macroeconomics
BEEQ5113 Applied Econometrics
BIEE5023   Fiscal and Monetary Policy in Islamic Economics
BIEE5033   Islamic Economics Issues and Analysis
BWFF5013 Corporate Financial Management
BWSB5053 Contemporary Islamic Banking

Research Paper (12 credit hours)
BPMZ69912 Research Paper

(B) RESEARCH

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the Schoolat least 2 weeks prior to the proposal defence session;
   b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposal should comprise the following chapters:
      - Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
      - Chapter 2 : Literature Review
      - Chapter 3 : Research Methodology
           a. Research Framework
           b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

   a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
   b. Before binding the final thesis, students should obtain approval (or signature) from the Schoolfor certification of the thesis.
   c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

MASTER IN ISLAMIC FINANCE AND BANKING

PROGRAMME STRUCTURE

Master in Islamic Finance and Banking is a 42-credit-hour programme that comprises the following courses:

Core Courses (24 credit hours)
BIEE5013   Islamic Economics
BIFF5063   Islamic Financial Markets, Instruments and Institutions
BISS5033   Deduction Method and Maqasid Shariah for Business
BPMN6023 Strategic Management
BPMN6073 Research Methodology
BWFF5013   Corporate Financial Management
BWSB5053   Contemporary Islamic Banking
BWSS5023   Islamic Financial Contracts and Maxims

Elective Courses (6 credit hours)
Choose any two (2) courses from the list below:

BIBB5043   Management and Governance of Islamic Banking
BIFF5053   Islamic Wealth Planning and Management
BWBB5023 Treasury Management in Financial Institutions
BWRR5043 Islamic Risk Management

Research Paper (12 credit hours)
BPMZ69912 Research Paper

MASTER OF SCIENCE (INTERNATIONAL ACCOUNTING)

PROGRAMME STRUCTURE

Master of Science (International Accounting) is offered by coursework with 42 credit hours which comprise the following:

Core Courses (30 credit hours)
BPMN6073   Research Methodology
BPMN6023   Strategic Management
BKAR5033   Seminar in International Accounting
BKAR5043   Financial Accounting Theory & Reporting Practices
BKAM5023   Management Accounting and Control Systems
BKAS5013   Seminar in Accounting Information Systems
BKAT5023   Contemporary Issues in International Taxation
BWFF5043   International Financial Management
BKAR5063   Financial Statement Analysis
BKAA5013   Issues in Auditing and Investigations

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BKAL5033   Seminar in Corporate Governance
BKAM5043 Strategic Management Accounting
BKAS5033   Information System Control & Audit
BKAM5033 Financial Modeling
BKAT5053   Goods and Services Tax in Selected Industries
BKAT5063   Indirect Tax Governance & Issues
BKAT5073   Indirect Tax Audit & Investigation

Project Paper (6 credit hours)
BPMZ6996 Project Paper

MASTER IN TAXATION

PROGRAMME STRUCTURE

Master in Taxation is offered by coursework with 42 credit hours which comprise the following:

Core Courses (30 credit hours)
BPMN6073   Research Methodology
BPMN6023   Strategic Management
BKAR5043   Financial Accounting Theory & Reporting Practices
BKAM5023   Management Accounting and Control Systems
BKAT5023   Contemporary Issues in International Taxation
BKAT5033   Tax Accounting and Auditing for Companies
BKAT5083   Tax Law and Ethical Issues
BKAT5063   Indirect Tax: Governance & Issues
BKAT5073   Indirect Tax Audit & Investigation

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BKAS5013   Seminar in Accounting Information Systems
BKAA5013   Issues in Auditing and Investigations
BKAR5033   Seminar in International Accounting
BWFF5043   International Financial Management
BKAR5063   Financial Statement Analysis
BKAM5033   Financial Modelling
BKAL5033   Seminar in Corporate Governance
BKAM5043   Strategic Management Accounting
BKAS5033   Information System Control & Audit

Project Paper (6 credit hours)
BPMZ6996   Project Paper

MASTER OF SCIENCE (SUPPLY CHAIN MANAGEMENT)

PROGRAMME STRUCTURE

Master of Science (Supply Chain Management) is offered by coursework with 42 credit hours which comprise the following:

Core Courses (24 credit hours)
BJMP5083   Integrated Business Policy and Strategy
BJMP6023   Supply Chain Management
BJMP6033   Supply Chain Strategy and Sustainable Operations
BJMP6043   Global Outsourcing and Supply Chain Relationship Management
BJMP6053   Supply Chain Quality Management
BJMP6063   Supply Chain Technology and Analytics
BJMP6073   Contemporary Issues in Technology, Operations & Logistics
BPMN6073   Research Methodology

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

BJTL5063   Global Logistics and Transportation Management
BJMP5043   Service Operations Management
BJMP5053   Lean Operations
BJMP5063   Business Process Management
BJTC5033   Advanced Project Management
BJTL5093   Sustainable Transportation Management
BJTL5123   Maritime Supply Chain Management

Project Paper (6 credit hours)
BPMZ69912 Research Paper

MASTER OF SCIENCE (TRANSPORTATION AND LOGISTIC MANAGEMENT)

PROGRAMME STRUCTURE

Master of Science (Transportation and Logistics Management) is offered by coursework with 42 credit hours which comprise the following:

Core Courses (24 credit hours)

BJMP6023   Supply Chain Management
BJTL5023   Transport Policy and Planning
BJMP6073   Contemporary Issues in Technology, Operations and Logistics
BPMN6073 Research Methodology
BJTL5043   Land Transport Management
BJTL5033   Seaport and Maritime Management
BJTL5053   Air Transport and Airport Management
BJTL5063   Global Logistics and Transportation Management

Elective Courses (6 credit hours)

Choose any 2 courses from the list below:

BJTL5073   Pipeline Operation
BJTL5083   Warehouse & Inventory Management
BJTL5093   Sustainable Transportation Management

Project Paper (6 credit hours)

BPMZ69912 Research Paper

MASTER OF SCIENCE (PROJECT MANAGEMENT)

PROGRAMME STRUCTURE

Master of Science (Project Management) is offered by coursework with 42 credit hours which comprise the following:

Core Courses (24 credit hours)
BJTC5013   Accounting and Financial Management for Projects
BJTC5033   Advanced Project Management
BJTC5153   Project Planning, Scheduling and Monitoring
BJTC5253   Project Cost Auditing
BJTC5743   Procurement and Contract Administration in Projects
BJTC5843   Project Risk and Quality Management
BPMN6073   Research Methodology
BJMP6073   Contemporary Issues in Technology, Operations & Logistics

Elective Courses (6 credit hours)
Choose any 2 courses from the list below:

SQQP5023 Decision Analysis
BJTC5063   Project Health, Safety, Security and Environment
BJTC5053   Facilities Management
BJTC5943   Sustainability and Innovative Practices in Projects
BJTL5063   Global Logistics and Transport Management
BJMP6023   Supply Chain Management
BJTC6013   Disaster Recovery in Projects

Project Paper (6 credit hours)
BPMZ69912 Research Paper

OTHER MASTER'S PROGRAMMES BY RESEARCH

PROGRAMMES

1. Master of Science (Accounting)
2. Master of Science (Islamic Finance)
3. Master of Science (Banking)
4. Master of Science (Operation Management)
5. Master of Science (Technology Management)

PROGRAMME STRUCTURE

Students are required to:

1. Register and pass two (2) pre-requisite courses, i.e. SZRZ6014 Research Methodology and SCLE6014 Academic Writing with at least a B grade before they can pursue their research work.

2. Defend their proposal to a Committee, which comprises a chairperson and at least one examiner appointed by the School, as per requirement below:

   a. Students must submit two (2) copies of their research proposals to the School at least 2 weeks prior to the proposal defence session;
   b. The examiner(s) should provide written comments and recommend the status of the proposal at the end of the session;
   c. Students are required to make amendments based on the comments and suggestions given by the examiner(s); and
   d. The research proposal should comprise the following chapters:

      • Chapter 1 : Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.

      • Chapter 2 : Literature Review

      • Chapter 3 : Research Methodology
         a. Research Framework
         b. Hypotheses/ Propositions Development

3. Attend a viva voce session to defend their thesis, per requirement below:

   a. Upon approval from their supervisor(s), students should fill "The Intent to Submit Form (ITS)" and submit it to the School together with two (2) copies of the thesis;
   b. Students will be informed of the viva voce session by the School;
   c. Students have to pay the viva voce fee before the session takes place.

4. Submit a written thesis:

    a. Students should make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners during the viva voce session.
    b. Before binding the final thesis, students should obtain approval (or signature) from the School for certification of the thesis.
    c. The thesis should be prepared in three (3) copies (two in hard cover and one in loose copy), all of which are to be submitted to the School.

GHAZALI SHAFIE GRADUATE SCHOOL OF GOVERNMENT

ABOUT GHAZALI SHAFIE GRADUATE SCHOOL OF GOVERNMENT

INTRODUCTION

The Ghazali Shafie Graduate School of Government (GSGSG) was established in 2010. GSGSG plays an important role in coordinating and maintaining the highest quality of graduate education at COLGIS which consists of postgraduate programmes from School of Law, School of Government, School of International Studies and School of Tourism, Hospitality and Environmental Management. GSGSG also manages research activities as well as publication activities of the academic staff members and students. The School offers master's programmes (by coursework, research and Mixed mode) and also PhD programmes in related fields.

VISION

The Innovative Graduate School of Government

MISSION

To emphasize quality and innovation in the fields of law, public administration, development, international business, international studies, tourism, hospitality and environmental management.

To honour the importance of producing excellent human capital, to be convinced of the idea that the integrated nature of knowledge, unity of God and morality benefits all stakeholders of the college and community.

CONTACT INFORMATION

Assoc. Prof. Dr. Rusdi bin Omar
Dean
Ghazali Shafie Graduate School of Government
Tel: +604-928 7750/7751
E-mail: rusdiomar@uum.edu.my

Assoc. Prof. Dr. Hamidi Bin Ismail
Deputy Dean
Ghazali Shafie Graduate School of Government
Tel: +604-9287760
E-mail: hamidi@uum.edu.my

Mr. Mohd Sukri bin Othman
Senior Assistant Registrar
Tel: +604-928 7752
Email: md_sukri@yahoo.com

Ms. Noorhani Binti Ismail
Social Research Officer
Tel: +604-9287753
E-Mail: noorhani@uum.edu.my

General Office:
Tel: +604-928 7755
(Admission, Record, Time-Table and Lecture);

+602-928 7763/7767
(Examination and Graduation)

+604-928 7756/7757 **(Research)**

Fax   : **+604-928 7799**
E-mail   : **gsgsg@uum.edu.my**
Website : **www.gsgsg.uum.edu.my**
facebook.com/uumgsgsg

PROGRAMMES OFFERED

UUM SINTOK

NO.	PROGRAMME	PROGRAMME STRUCTURE
1	Doctor of Philosophy (PhD) – fields of study: ▪ Environmental Studies ▪ International Business/Studies ▪ Law ▪ Nationhood Studies ▪ Political Science ▪ Public/Development Management ▪ Sociology ▪ Strategic Studies ▪ Tourism and Hospitality Management ▪ Islamic Jerusalem Studies ▪ Border Management ▪ Peace and Conflict Transformation	✓ Research
2	Master of Public Management (MPM)	✓ Coursework ✓ Mixed mode ✓ Research
3	Master of Arts (Sociology)	✓ Research
4	Master of Law	✓ Research
5	Master of Human Resource Law	✓ Coursework
6	Master of Commercial Law	✓ Coursework
7	Master of Corporate Law	✓ Coursework
8	Master of Science (Tourism and Hospitality Management)	✓ Research
9	Master of Tourism Management	✓ Coursework
10	Master of Science (International Business)	✓ Coursework ✓ Research
11	Master of Science (Strategic Studies)	✓ Coursework
12	Master of Arts (Political Science)	✓ Research
13	Master of Arts (International Relations)	✓ Research
14	Master of Arts in Nationhood Studies	✓ Coursework
15	Master in International Political Economy	✓ Coursework

DOCTOR OF PHILOSOPHY

PROGRAMME STRUCTURE

Doctor of Philosophy (PhD) is offered by full research. Students should have adequate research knowledge and skills as stipulated by the Academic Committee. Students who do not possess these criteria are required to register and pass the following two (2) pre-requisite courses with at least a B grade before they continue with their research:

i.   SZRZ6014   Research Methodology
ii.   SCLE6014   Academic Writing; and/or
iii. Any other courses as determined by the supervisor or Academic Committee

Students are also required to:

1.   present their research work at colloquiums/symposiums set by the Ghazali Shafie Graduate School of Government/respective Schools;

2.   present and defend their research proposals successfully.

RESEARCH FIELDS

School	Research Fields	Specializations Offered (but not limited to)
Government	Public Management	• Public Management/ Administration
	Sociology	• Sociology • Political Sociology
	Malaysian Studies	• Political Studies
Law	Law	• Corporate Law • Commercial Law • Human Resource Law • International Trade law • Medical Law • Bioethics Law • Administrative Law • Constitutional Law • Criminal and Justice Law • Maritime Law • Intellectual Property Law • Family Law • Security Law • Insurance Law • Environmental Law • Probate and Administrative Law • Islamic Laws • Islamic Banking Law

School	Research Fields	Specializations Offered (but not limited to)
Tourism, Hospitality and Environmental Management	Tourism and Hospitality Management	• Tourism Management • Hospitality Management
International Studies	Political Science	• Political Science • Southeast Asian Politics • Border Management • Peace and Conflict Transformation
	Nationhood Studies	• Nationhood Studies
	Strategic Studies	• Strategic Studies
	International Relations	• International Relations • International Political Economy • International Trade • Southeast Asian History
	International Business	• International Business • International Management • International Business Strategy • National and Organizational Cultural Studies • Joint Venture and Strategic Alliances • Mergers and Acquisitions • Logistic and Maritime Studies • Management Diversity • Import and Export • International Marketing Orientation • Global Supply Chain • Islamic Jerusalem Studies

MASTER OF PUBLIC MANAGEMENT

PROGRAMME STRUCTURE

Master of Public Management is offered in three (3) structures; coursework, Mixed mode (coursework and dissertation) and full research.

A)   COURSEWORK

Master of Public Management (MPM) by coursework is a 40 credit-hour-programme, which comprises the following structure:

Core Courses (22 credit hours)
GMGA5014 Public Policy
GMGA5023 Corporate Governance in Asia
GMGF5014 Public Financial Management
GMGM5013 Public Management
GMGM5024 Strategic Management in Public Organizations
GMGR6014 Research Methodology

Elective Courses (18 credit hours)
Choose any courses from the list below:

BPME6093   Entrepreneurship Development
BSMH5253   Emergency Response Management
GFMA6063   Cross-cultural Management
GMGA5033 Local Government Management
GMGA5043 Social Policy: Issues and Options
GMGA5053 Politics and Administration
GMGF5023 Political Economy
GMGF5033 International Development and Sustainability
GMGM5033 Managerial Decision Making
GMGM5043 Human Resource Management in Public Sector
GMGM5053 Human Resource Auditing
GMGM5063 Leadership and Management
GMGM5073 Project Management in Public Sector
GMGM5083 Crisis Management
GMGM6013 Comparative Public Management Reform
GMGR5013 Data Analysis for Managers
GMGX6016 Internship
GMGZ6996 Project Paper
GMUL5043 Legal and Ethical Issues in Human Resource Management
GMUL5063 Ethics, Law and Corporate Social Responsibility
SSWA5213   Crisis Intervention and Disaster Management

B) COURSEWORK AND DISSERTATION

Master of Public Management (MPM) by coursework and dissertation is a 40-credit-hour programme, which comprises the following structure:

Core Courses (8 credit hours)
SCLE6014   Academic Writing
GMGR6014 Research Methodology

Elective Courses (4 credit hours)
Choose one (1) course from the following:

GMGA5014   Public Policy
GMGF5014   Public Financial Management

Dissertation (28 credit hours)
GMGZ69928 *Dissertation*

C)   RESEARCH

Students have to successfully complete the following:

1. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
    a. SZRZ6014 Research Methodology; and/or
    b. SCLE6014 Academic Writing.

2. Attend at least one (1) colloquium session;

3. Defend a research proposal to a committee:

    a.   Students must submit four (4) copies of their research proposal to the School/ Graduate School at least two (2) weeks prior to the proposal defence session;

    b.   The research proposal should cover the following topics:

        •   Chapter 1 :   Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
        •   Chapter 2 :   Literature Review
        •   Chapter 3 :   Research Methodology
                ➢   Research Framework
                ➢   Hypotheses/ Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.

MASTER OF LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Law programme must possess:

i.   A Bachelor of Law with Honours (LL.B [Hons.]) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.75; or
ii. A Bachelor of Law with Honours (LL.B [Hons.]) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.50 and have at least three (3) years of work experience; or
iii. A Bachelor of Jurisprudence (B. Juris) from any institutions of higher learning recognised by the Ministry of Education Malaysia with a CGPA of at least 2.75 and have at least five (5) yearsof work experience; or
iv. A Bachelor of Philosophy, Law and Business (BPLB) from UUM with a CGPA of at least 2.75; or
v.   A Bachelor of Philosophy, Law and Business (BPLB) from UUM with a CGPA of a least 2.50 and have at least three (3) years of work experience of; or
vi. Any other equivalent qualifications recognised by the University Senate; and
vii. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Law is offered by full research. Students have to successfully complete the following:

i.   Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
     a.   GMUP5014 Legal Research Methodology
     b.   SCLE6014 Academic Writing

ii. Attend at least one (1) Colloquium session;

iii. Defend a research proposal to a committee:
     a.   Students must submit four (4) copies of their research proposal to the School/Graduate School at least two (2) weeks prior to the proposal defence session;
     b.   The research proposal should cover the following topics:

        • Chapter 1 :   Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.

        • Chapter 2 :   Literature Review

        • Chapter 3 :   Research Methodology
                         ➢ Research Framework
                         ➢ Hypotheses/ Propositions Development

iv. Attend a viva voce session to defend the thesis; and

v.   Submit a written thesis.

MASTER OF HUMAN RESOURCE LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Human Resource Law programme must possess:

i.   A Bachelor of Law degree with Honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or

ii.   A bachelor's degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or

iii. Any other equivalent qualifications recognised by the University Senate; and

iv.   Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Human Resource Law is a 40-credit-hour programme, which comprises of one (1) Core Course, seven (7) specialisation courses and a Project Paper. The structure of this programme is as follows:

Core Course (4 credit hours)
GMUP5014 Legal Research Methodology

Specialisation Courses (28 credit hours)
GMUP5084 International Labour Organization
GMUP5094 Industrial Relation Law
GMUP5104 Advanced Administrative Law
GMUP5114 Safety and Health Law
GMUP5124 Law of Employment Benefit
GMUP5134 Legal and Ethical Issues in Corporate Social Responsibility
GMUP5024 Selected Issues in Contract Law

Project Paper (8 credit hours)
GMUZ6998 Project Paper

MASTER OF COMMERCIAL LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Commercial Law programme must possess:

i.   A Bachelor of Law degree with honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or
ii. A bachelor's degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or
iii. Any other equivalent qualifications recognised by the University Senate; and
iv. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Commercial Law is a 40-credit-hour programme, which comprises one (1) Core Course, seven (7) specialisation courses and a Project Paper. The structure of this programme is as follows:

Core Course (4 credit hours)
GMUP5014   Legal Research Methodology

Specialisation Courses (28 credit hours)
GMUP5024   Selected Issues in Contract
GMUP5034   Franchise Law
GMUP5054   Advanced Commercial Law
GMUP5064   Selected Issues in Consumer Protection Law
GMUP5074   Finance and Banking Law
GMUP5134   Legal and Ethical Issues in Corporate Social Responsibility
GMUP5154   Law of Securities and Derivatives Industry

Project Paper (8 credit hours)
GMUZ6998   Project Paper

MASTER OF CORPORATE LAW

SPECIFIC ADMISSION REQUIREMENT

Applicants for Master of Corporate Law programme must possess:

i.   A Bachelor of Law degree with Honours from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75; or
ii. A bachelor's degree from any institutions of higher learning recognised by the Ministry of Education, Malaysia and the University Senate with a CGPA of at least 2.75 and have at least three (3) years of work experience related to the legal field; or
iii. Any other equivalent qualifications recognised by the University Senate; and
iv. Fulfil the English language requirement as set by the University Senate.

PROGRAMME STRUCTURE

Master of Corporate Law is a 40-credit-hour programme, which comprises one (1) Core Course, seven (7) specialisation courses and a Project Paper. The structure of this programme is as follows:

Core Course (4 credit hours)
GMUP5014   Legal Research Methodology

Specialisation Courses (28 credit hours)
GMUP5074   Finance and Banking Law
GMUP5094   Industrial Relations Law
GMUP5134   Legal and Ethical Issues in Corporate Social Responsibility
GMUP5144   Advanced Corporate Law
GMUP5154   Law of Securities and Derivatives Industry
GMUP5164   Insolvency Law
GMUP5174   Revenue Law

Project Paper (8 credit hours)
GMUZ6998 Project Paper

MASTER OF SCIENCE (INTERNATIONAL BUSINESS)

PROGRAMME STRUCTURE

Master of Science (International Business) is offered in two (2) structures; coursework and full research.

(A)   COURSEWORK

Master of Science (International Business) by coursework is a 42-credit-hour programme. Students have to fulfil the following programme structure:

Core Courses (24 credit hours)
BPMN6073   Research Methodology
GFMA5033   International Management
GFMA5053   International Marketing
GFMA5263   International Strategic Management
GFMA6043   International Business
GFMA6053   International Logistics
GFMA6063   Cross-cultural Management
GFMA6083   Multinational Firms

Elective Courses (6 credit hours)
Choose any two (2) courses from the following:

BEET5113   International Trade Theory
BJMP5023   Operation and Technology Management
BSMH5123 International Human Resource Management
BWBB5063 International Trade and Banking Practices
BWFF5043   International Financial Management
GFMA6093 Selected Issues in International Business
GMUL5063 Ethics, Law and Corporate Social Responsibilities

Research Paper (12 credit hours)
BPMZ69912 Research Paper

(B)   RESEARCH

Students have to successfully complete the following:

1. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
    a)   SZRZ6014 Research Methodology
    b)   SCLE6014 Academic Writing

2. Attend at least one (1) colloquium session;

3. Defend a research proposal to a committee:

    a) Students must submit four (4) copies of their research proposal to the School/ Graduate School at least 2 weeks prior to the proposal defence session;

    b)   The research proposal should cover the following topics:

        •   Chapter 1 :   Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
        •   Chapter 2 :   Literature Review
        •   Chapter 3 :   Research Methodology
                ➢   Research Framework
                ➢   Hypotheses/ Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.

MASTER OF SCIENCE (STRATEGIC STUDIES)

PROGRAMME STRUCTURE

Master of Science (Strategic Studies) is offered by coursework. Students have to fulfil at least 42 credit hours, which comprises the following structure:

Core Courses (20 credit hours)
GFPP5014   Strategic Philosophy and Thought
GFPP5024   Theories of International Relations
GFPP5034   The Evolution and Development of Strategic Studies
GFPP5044   Application of Strategic Theories in Leadership and Management
GFPP5334   Research Methodology for International Relations

Elective Courses (16 credit hours)
Choose any 4 courses from the following:

GFPP5064   Managerial Strategy and Approaches
GFPP5074   Strategic Models of Development
GFPP5214   Non-traditional Security Issues
GFPP5224   Contemporary Strategic Issues
GFPP5234   International Political Economy
GFPP5244   The Politics of International Law
GFPP5094   National Security Analysis
GFPP5384   Contemporary Malaysian Foreign Policy
GFPP5454 Principles and Issues in Propaganda and Persuasion in International Relations

Project Paper (6 credit hours)
GFPZ6996   Project Paper

MASTER OF ARTS IN NATIONHOOD STUDIES

PROGRAMME STRUCTURE

Master of Arts in Nationhood Studies is offered by coursework. Students have to fulfil at least 42 credit hours which comprise the following courses:

Core Courses (24 credit hours)
GFPP5053   Governance and Civil Society
GFPP5063   Leadership and Statecraft
GFPP5073   Malaysian Constitutional and Legal History
GFPP5083   Nations and Nationalism
GFPP5093   National Security
GFPP5333   Research Methodology for International Relations
GFPP5363   Political Economy
GFPP5373   Ethics in Theory and Practice

Elective Courses (6 credit hours)
Choose any two (2) courses from the list below:

GFET5253   Institutional Economics
GFPP5103   Colonialism and Independence
GFPP5113   Communication, Media and Nation Building
GFPP5123   Comparative Federalism
GFPP5133   Development Strategies in Nation Building
GFPP5143   Education, Politics and Policy Making
GFPP5153   Feminism, Women's Movements and the State
GFPP5173   Non-Governmental Organizations and Nation Building
GFPP5183   Diplomacy
GFPP5353   Malaysian Pluralism
GFPP5383   Malaysian Foreign Policy Since Independence
GFPP5393   Private Enterprise and Development in Malaysia
GFPY6333   Independent Study
GFPP5213   Propaganda and Persuasion in International Relations

Research Paper (12 credit hours)
GFPZ69912 Research Paper

MASTER IN INTERNATIONAL POLITICAL ECONOMY

PROGRAMME STRUCTURE

Master in International Political Economy is offered by coursework. Students have to fulfil at least 42 credit hours which comprise the following courses:

Core Courses (24 credit hours)
GFPP5204   Theories of International Political Economy
GFPP5264   International Trade and International Finance
GFPP5274   Political & Economic Risk Analysis
GFPP5294   Geopolitics of Multinational Firms
GFPP5314   Political Economy of Development and State Building
GFPP5334   Research Methodology for International Relations

Elective Courses (12 credit hours)
Choose any three (3) courses from the list below:

GFPP5214   Non-Traditional Security Issues
GFPP5224   Contemporary Strategic Issues
GFPP5304   Global Energy Politics
GFPP5324   International Environmental Issues
GFPP5344   Political Economy of Emerging Markets
GFPP5354   China & India in a Globalized World
GFPP5364   Regional Organizations and Issues
BFMA5263   International Strategic Management

Research Paper (6 credit hours)
GFPP6336   Project Paper

MASTER IN TOURISM MANAGEMENT

PROGRAMME STRUCTURE

Master in Tourism Management offered in two (2) structure; coursework, Mixed mode (coursework and dissertation).

(A) COURSEWORK

Master in Tourism Management is offered by coursework. Students have to fulfil at least 41 credit hours which comprise the following courses:

Core Courses (32 credit hours)
GMUL5063 Ethics, Law and Corporate Social Responsibility
GHHZ5064 Tourism and Hospitality Research Methodology
GHHZ5013 Sustainable Tourism Business
GHHZ5023 Destination Marketing Management
GHZZ5043 Leadership and Entrepreneurship in Tourism
GHHZ5054 Tourism Policy, Planning and Development Analysis
GHPP5063 Heritage Tourism Management
GHHZ5073 Seminar in Emerging Issues in Tourism
GHHZ5123 Community-Based Tourism
GHHZ5233 Strategic Event Management

Elective Courses (3 credit hours)
Choose any ONE (1) course from the list below:

GHHZ5113 Managing Natural Resources in Tourism
GHHZ5213 Event Management in Spot and Recreation
GHHZ5223 Festivals and Special Event Management
GHHZ5133 Health and Wellness Tourism Management
GHZZ5033 Corporate Event Management

Research Paper (6 credit hours)
GHHZ6996 Project Paper

(B) COURSEWORK AND DISSERTATION

Master in Tourism Management is offered by coursework and dissertation. Students have to fulfil at least 42 credit hours which comprise the following courses:

Core Courses (18 credit hours)
SCLE6014   Academic Writing
GMUL5063 Ethics, Law and Corporate Social Responsibility
GHHZ5064 Tourism and Hospitality Research Methodology
GHHZ5054 Tourism Policy, Planning and Development Analysis
GHHZ5073 Seminar in Emerging Issues in Tourism

Elective Courses (3 credit hours)
Choose any ONE (1) course from the list below:

GHHZ5113 Managing Natural Resources in Tourism
GHHZ5213 Event Management in Spot and Recreation
GHHZ5223 Festivals and Special Event Management
GHHZ5133 Health and Wellness Tourism Management
GHZZ5033 Corporate Event Management

Dissertation Paper (21 credit hours)
GHHZ6930 Dissertation

OTHER MASTER'S PROGRAMMES BY RESEARCH

PROGRAMME

1. Master of Arts (International Relations)
2. Master of Arts (Political Science)
3. Master of Arts (Sociology)
4. Master of Science (Tourism Management)

PROGRAMME STRUCTURE

Master of Arts (International Relations), Master of Arts (Political Sciences), and Master of Arts (Sociology) and Master of Science (Tourism Management) are offered by research. Students have to successfully complete the following:

1. Pass with at least a B grade the following pre-requisite courses during the first two (2) semesters of their enrolment (i.e. before being allowed to defend their thesis proposal):
   a. SZRZ6014   Research Methodology
   b. SCLE6014   Academic Writing

2. Attend at least one (1) colloquium session;

3. Defend a research proposal to a committee:

   a. Students must submit four (4) copies of their research proposal to the School/ Graduate School at least two (2) weeks prior to the proposal defence session;

   b   The research proposal should cover the following topics:

   - Chapter 1 :   Background of the Study, Problem Statement, Research Questions, Research Objectives, Scope of the Study, and Significance of the Study.
   - Chapter 2 :   Literature Review
   - Chapter 3 :   Research Methodology
     - ➢ Research Framework
     - ➢ Hypotheses/ Propositions Development

4. Attend a viva voce session to defend the thesis; and

5. Submit a written thesis.

SECTION 6
Guide For Thesis, Dissertation, Research Paper and Project Paper (TDRP)

GUIDE FOR THESIS, DISSERTATION, RESEARCH PAPER AND PROJECT PAPER

	THESIS (FULL RESEARCH PROGRAMME)			DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
	DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)
CONTRIBUTION							
• To methodology • To theory	New/extended methodology and/or new/extended theory OR Applied methodology/theory with exhaustive samples/large scale scope	Extended methodology and/or theory OR Applied methodology/theory applicable to a particular industry	Extended/applied methodology and/or extended/applied theory	Extended/applied methodology and/or extended/applied theory	Applied methodology and/or applied theory	Applied methodology and/or applied theory	Applied methodology and/or applied theory
• Originality	Yes	Yes	No	Yes	No	No	No
• To practice • To social aspects	Practice or social aspects	More towards practice	Practice or social aspects	Practice or social aspects	Practice or social aspects	Practice or social aspects	Practice or social aspects
SCOPE							
• Sampling	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Appropriate to the methods chosen	Small

	THESIS (FULL RESEARCH PROGRAMME)			DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
	DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)
• Data analysis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis	Relevant to objective and hypothesis
• Prototype Development Scope (applicable to programme related in Information Technology, Intelligent System & Technopreneurship)	Working	Working	Working	Working	Working	Working	Working
EVALUATION/ ASSESSMENT							
• Proposal defence	Yes	Yes	Yes	Yes	Yes	No	No (informal with supervisor)
• Number of examiners in proposal defence	2 Internal Examiners	2 Internal Examiners	2 Internal Examiners	2 Internal Examiners	2 Internal Examiners	None	None
• Viva voce/Final Examinations	Yes	Yes	Yes	Yes	Yes	Yes	No

| | THESIS (FULL RESEARCH PROGRAMME) | | | DISSERTATION (MIXED MODE PROGRAMME) | | COURSEWORK PROGRAMME | |
	DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)
• Number of examiners in viva voce	1 Internal Examiner & 1 External Examiner Note: For UUM staff – 2 External Examiners and no Internal Examiner	1 Internal Examiner & 1 External Examiner (can be appointed from industry)	1 Internal Examiner & 1 External Examiner Note: • For UUM staff – 2 External Examiners and no Internal Examiner • for MSc. (Technopreneurship) – 1 Internal Examiner & 1 External Examiner from Industry	1 Internal Examiner & 1 External Examiner Note: For UUM staff – 2 External Examiners and no Internal Examiner	2 Internal Examiners	At least 1 Internal Examiner	At least 1 Reviewer
• Result is given by	Thesis Examination Board	Thesis Examination Board	Thesis Examination Board	Thesis Examination Board	Thesis Examination Board	Supervisor (60%) and Internal Examiner (40%)	Supervisor – 60% & Reviewer – 40% (except programme offered at SEML where, result is 100% given by supervisor)
• Minimum qualification of examiners	Doctoral (at least 2 years)	Doctoral (at least 2 years)	Doctoral (Exception for Professors/ Associate Professors without Doctoral degree)	Doctoral (at least 2 years)	Master	Master	Master

	THESIS (FULL RESEARCH PROGRAMME)			DISSERTATION (MIXED MODE PROGRAMME)		COURSEWORK PROGRAMME	
	DOCTOR OF PHILOSOPHY (PhD)	INDUSTRIAL PhD (D.Mgmt.)	MASTER	DBA	MASTER	RESEARCH PAPER (12 credit hours)	PROJECT PAPER (6 – 9 credit hours)
REPORT							
• Pages/words	Not exceeding 100k words	Not exceeding 100k words	Not exceeding 60k words	Not exceeding 60k words	Not exceeding 45k words	Not exceeding 30k words	• Not exceeding 30k words (For MBA programme 12,000 to 15,000 words)
• Colour of the thesis cover	Maroon	Red	Green	Dark Brown	Blue Black	Black	Black
RESULT							
• Result	• Pass • Pass with minor revision • Pass with major revision • Reschedule Examination (Reviva) • Fail	• Pass • Pass with minor revision • Pass with major revision • Reschedule Examination (Reviva) • Fail	• Pass • Pass with minor revision • Pass with major revision • Reschedule Examination (Reviva) • Fail	• Pass • Pass with minor revision • Pass with major revision • Reschedule Examination (Reviva) • Fail	• Pass • Pass with minor revision • Pass with major revision • Reschedule Examination (Re-viva) • Fail	• High Distinction (90 – 100) • Distinction (75 – 89) • Credit (60 – 74) • Pass (55 – 59) • Fail (0 – 54)	Grade
PERIOD OF COMPLETION							
• Minimum	N/A	N/A	N/A	2 trimesters	2 trimester	1 trimester	1 trimester
• Maximum	Until maximum period of study	Until maximum period of study	Until maximum period of study	Until maximum period of study	Until maximum period of study	Until maximum period of study	Until maximum period of study (For MBA Programme maxsimum two trimesters)

SECTION 7
UUM Code of Ethics for Student Research and Academic Writing

PART I

PRINCIPLES AND PRACTICES IN RESPONSIBLE RESEARCH

1. Interpretation

In this Code, unless the context otherwise requires

Academic review means impartial and independent assessment of research by others working in the same or a related field.

Authorship means rights that belong to the creator of an original work including literary, musical and artistic works, films, sound recordings, and broadcasts.

Code means UUM Code of Ethics for Student Research and Academic Writing.

Collaborative research means collaboration within and between institutions both domestically and internationally.

Conflict of interest means the existence of a divergence between the individual interest of a person and his professional responsibilities.

Plagiarism means using the works of others and communicating as if they are the student's own work. Plagiarism is one form of intellectual theft and it can come in many ways, including deliberate fraud or taking from other sources without due acknowledgment of the original author.

Policy means the Plagiarism Policy as used in UUM Code of Ethics for Student Research and Academic Writing.

Research means original investigation undertaken to gain knowledge, understanding and insight in pursuit of obtaining degrees offered by the university.

Research misconduct means any conduct which includes fabrication, manipulation, plagiarism, deception in proposing and carrying out or reporting the results of the research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow research proposals as approved by the research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment. It also includes the wilful concealment or facilitation of research misconduct by others.

Risk of harm caused by plagiarism includes discredit to authors, negating the value of work, giving rise to the launching of an internal disciplinary procedure, and if proven may lead to the revocation of the degree and may disgrace the university.

Student is a person who has registered for an academic programme at this University.

Supervisor is a person appointed to supervise a student's thesis/dissertation/ research Paper/ Project Paper.

University means Universiti Utara Malaysia

2. **General Principles of Responsible Research**
   (1) Responsible research is encouraged and guided by the research culture of the university. A strong research culture will demonstrate:
   i. honesty and integrity;
   ii. respect for human research participants, animals and the environment;
   iii. good stewardship of public resources used to conduct the research;
   iv. appropriate acknowledgement of the role of others in research;
   v. responsible communication of results; and
   vi. compliance with relevant laws.

   (2) The responsibilities of the University in encouraging responsible research conduct are:
   (i) in promoting responsible conduct of research, the university is expected to:
      (a) promote awareness of all legislations, guidelines, codes, handbooks and policies related to conducting of the research;
      (b) provide documents setting out clearly the policies and procedures based on this Code;
      (c) actively encourage mutual cooperation with open exchanges of ideas between peers, and respect freedom of expression and inquiry; and
      (d) maintain a climate in which responsible and ethical behavior is practised.

   (ii) The university should inspire students to employ ethical conduct in producing good quality research by complying to this code in minimizing the risk of harm for all involved and enhancing the reputation of the institution.
   (iii) The university should provide research induction, formal training and continuing education for all staff, supervisors and students.

   (3) Responsibilities of students towards responsible research conduct, include:
   (i) Maintaining high standards of responsible research.
      Students must foster and maintain a research environment of intellectual honesty, integrity, scholarly and scientific rigour. Students should maintain responsible conduct by:
      (a) respecting the truth and the rights of those affected by their research;
      (b) managing conflicts of interest so that ambition and personal advantage do not compromise ethical or scholarly considerations;
      (c) adopting methods appropriate for achieving the aims of each research proposal;
      (d) abiding proper practices for safety and security;
      (e) citing awards, degrees conferred and research publications accurately, including the status of any publication, such as under review or in press;
      (f) abiding the principles of this Code and avoiding departures from the responsible conduct of research; and
      (g) conforming to the policies adopted by the university and bodies funding the research.

   (ii) Reporting research responsibly
      (Refer to the Plagiarism Policy in Part III).

(iii) Ethical Conduct of research participants

Students must comply with ethical principles of integrity, of justice, of beneficence, respect research participant, and must obtained written approval from the Ethics Committees and relevant parties.

(a) Humans

All research projects involving human and human specimens should ensure a balance between the need for research on human beings and human dignity. These should include the following:

i.   respecting human dignity, individuality and confidentiality;
ii. getting the permission or consent in writing;
iii. minimizing harm and maximizing benefits;
iv. protecting vulnerable individuals who need extra protection;
v.   subjecting to review and approval of the appropriate or respective Ethics Committee or body recognized by the university; and
vi. subjecting to Malaysian laws.

(b) Animals

All research projects that use animals and animal specimens shall ensure that the balance between the need to undertake research and respecting the dignity of animals is maintained. All researchers therefore must:

i.   respect animal welfare by minimizing hunger and thirst pangs, pain and injury, fear and suffering and allow the animals to show their natural behaviour;
ii. minimize the number of animals used for research and replace the animals (if possible) with other alternatives;
iii. ensure their research is subjected to be reviewed and approved by the appropriate or respective Ethics Committee or body recognized by the university.

(c) Environment

Students should conduct their research so as to minimize adverse effects on the wider community and the environment.

(iv) Reporting research misconduct

A student who considers that research misconduct may have occurred must act in a timely manner, with regard to this Code.

3.   Management of Research Data

(1) Responsible conduct of research includes the proper management and retention of the research data. The central aim is that sufficient data are retained to justify the outcome of the research and to defend its integrity when challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult to conduct or impossible to be repeated.

(2)   Responsibility of UUM schools
      The university should:
      (i)   have a comprehensive policy to guide students in the management and usage of research data, including storage, access, ownership and confidentiality;
      (ii)   provide secure research data storage and record-keeping facilities;
      (iii) ensure the security and proper inventory of the relevant research data and materials as well as the place of storage;
             (a)   the process should ensure that students are informed of relevant confidentiality agreements and restrictions on the use of research data;
             (b)   computing systems should be secure, and information technology personnel should understand their responsibilities for network security and access control;
             (c)   holders of primary data, including electronic forms, should be responsible for their security and access.

(3)   Responsibility of students as researchers
      They must:
      (i)   take account of professional standards, legal requirements and contractual arrangements in managing and maintaining research data;
      (ii)   make data available for use by other researchers unless this is prevented by ethical, intellectual property, privacy or confidentiality matters;
      (iii) retain all relevant data so that if the results of the research are challenged, the matter can be resolved. Research records that may be relevant to allegations of research misconduct must not be destroyed;
      (iv)   manage research data in accordance with the policy of the university. To achieve this, students should:
             (a)   keep clear and accurate records of the research methods and data sources, including any approval granted, during and after the research process;
             (b)   ensure the security of the research data in the course of undertaking research;
             (c)   provide the same level of care and protection to primary research records, such as laboratory notebooks, similar to the case accorded to analysed research data;
             (d)   retain research data, including electronic data, in a durable, indexed and retrievable as prescribed in the Limitation Act 1953;
             (e)   maintain catalogues of research data in an accessible form;
             (f)   manage research data according to ethical protocols and relevant legislation.

      (v)   Students, who have been authorised to access confidential information must maintain its confidentiality. Confidential information must only be used in ways agreeable to those who provide it. Particular care must be exercised when confidential data are made available for discussion.

4. **Responsible Research, Publication and Dissemination of Findings**

    (1)   Responsible research writing, publication and dissemination of research findings are important parts of the research process.

    (2)   Responsibility of the university

        The university should implement the following activities:

        (i)   promote responsible research, publication and dissemination of findings by promoting an environment of honesty, integrity, accuracy and responsibility;

        (ii)   inform all relevant parties to the research of the nature and scope of confidentiality agreements;

        (iii)   maintain a policy that protects the intellectual property rights of the institution, the students, and the sponsors;

        (iv)   encourage the sponsors of research to utilize the research findings;

        (v)   assist the dissemination of research findings to the wider public.

    (3)   Responsibility of students

        The students should:

        (i)   disseminate their research as broadly as possible;

        (ii)   comply with any relevant laws relating to intellectual property, cultured values and historically sensitive data;

        (iii)   take reasonable actions to ensure that their findings are accurate and properly reported. Any misleading or inaccurate statements about research findings must be corrected as soon as possible;

        (iv)   avoid publishing similar works in several publications. An author whose work is submitted substantially similar to work previously published or otherwise to more than one publishers, should disclose it at the time of submission and obtain permission from the previous publisher;

        (v)   acknowledge the sponsor for funding sources of the research;

        (vi)   register clinical trials with recognized registered bodies; and

        (vii)   inform the university of the requirements, conditions and restrictions to communicate their research findings to the audience.

5. **Academic Review**

    (1)   An academic review provides expert scrutiny of a project, helps to maintain high standards and encourages accurate, thorough and credible research reporting.

    (2)   An academic review is important in the detection of fabrication and fraud in research. However, on its own, it cannot ensure research integrity.

    (3)   Responsibility of the university

        (i)   The university should recognize the importance of the academic review process and encourage and support researchers to participate in the peer review process.

        (ii)   Members involved in the academic review should take the following action:

            (a)   act fairly and timely in their review;

            (b)   act in confidence and not disclose the content or outcome of any process in which they are involved;

            (c)   avoid and declare all conflicts of interest in the review process;

            (d)   do not take undue or calculated advantage of knowledge obtained during the review process;

(e) ensure that they are informed about, and comply with, the criteria to be applied;

(f) do not agree to participate in any review process outside their area of expertise;

(g) give proper consideration to research that challenges or changes accepted ways of thinking.

(4) Responsibility of the students

(i) Do not influence the process or outcome of the academic review.

(ii) Respect the confidentiality and independence of the academic review panel.

(iii) Attend the review session and present their research contributions.

6. Authorship

(1) Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:

(i) the conception and design of the project;

(ii) the analysis and interpretation of the research data;

(iii) drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

(2) A person who qualifies as an author must not be included or excluded as an author without their permission. This should be in writing, and include a brief description of their contributions to the work.

(3) The editor of a significant collective work or anthology has responsibilities analogous to those listed above for authorship and, in such cases criteria that apply "author" apply to "editor".

(4) Responsibility of the students

(i) Collaborating students should agree on the authorship of a publication at an early stage in the research project and should review their decisions periodically.

(ii) Publication of joint research must offer authorship to all contributors.

(iii) Authorship should not be offered to those who do not contribute to the research. For example, none of the following contributions, in and of themselves, justifies the inclusion of a person as an author:

(a) being head of department, holding other positions of authority, or being a personal friend of the authors;

(b) providing a formatting/proofread contribution but no other intellectual input to the project or publication;

(c) providing data that has already been published or materials obtained from third parties, but with no other intellectual input.

(iv) Students must ensure that all those who have contributed to the research, facilities or materials are properly acknowledged, such as research assistants and technical writers.

(v) Authors should take the responsibility for the publication's content and must be clearly identified in the publication.

7. Conflict of Interest

(1) The university and the students should avoid conflict of interest in application and interpretation of the research data.

(2) Conflict of interest has the potential to compromise judgments and decisions that should be made impartially. Such compromise could determine public trust and confidence in research work.

(3) Responsibility of the university

The university's policy for managing conflict of interest should:

(i) ensure that the policy is clearly written and readily available to all stakeholders;

(ii) encourage full disclosure of circumstances giving rise to the conflict of interest;

(iii) ensure the party in conflict not to participate in the decision-making processes;

(iv) take minutes and record the proceedings of the conflict of interest; and

(iv) ensure that there is a policy for managing conflict of interest that arise in collaborative research.

(4) Responsibility of the students

(i) Students are responsible for the following:

(a) read and understand the policies of the UUM Schools;

(b) maintain records of all relevant activities that may lead to conflict of interest in their research;

(c) report to the university or withdraw if the students are appointed as members of a university committee or its equivalent, that should raise conflicts of interest; and

(d) disclose any actual or apparent conflict of interest as soon as it becomes apparent.

8. Collaborative Research Across Institutions

(1) The university and the students should comply with the policy concerning collaborative research.

(2) Responsibility of the university

The university should initiate the following measures:

(i) enter into an agreement with the partner(s) on the management of the research.

(ii) ensure that the agreement is in writing covering the issue of intellectual property, confidentiality, sharing commercial returns, responsibility for ethics, safety and reporting to appropriate agencies.

(iii) the agreement may be signed by the Vice-Chancellor, or any authorized person, and all parties.

(iv) ensure that researchers and students are aware of, and understand, the policy and agreements governing joint research collaboration.

(v) identify a person to be involved in the management of research data and other items to be retained at the end of the project from the collaborating parties.

(3) Responsibility of the students

Students should observe the following:

(i) Comply with all policies and written agreements related to the project.

(ii) Disclose to the university authorities as soon as possible any actual or apparent conflict of interest related to any aspect of the project.

PART II

RESEARCH MISCONDUCT

9. General

(1)   Principles relating to research misconduct contained in this part are intended to ensure the findings of fact, if any, on the alleged research misconduct that has occurred.

(2)   Affected parties must be treated fairly and the situation remedied, and appropriate steps taken to maintain public confidence in the research endeavour.

(3)   Responsibility of the university

The university should observe the following:

(i)   the university should have a written policy on receiving complaints or allegations related to student research;

(ii)   when a complaint is lodged against a student, the university may respond by taking any of the following steps:
(a) a discreet investigation;
(b) a formal inquiry;
(c) imposition of a sanction or penalty;
(d) actions to remedy the situation; and
(e) seek advice from expert groups and release appropriate public statements.

(iii)   a student who is the subject of an allegation must be treated fairly and be provided with opportunities to respond to the allegations in writing.

(iv)   the university should establish a Student Research Misconduct Committee (SRMC).

(v)   the functions of SRMC are as follows:
(a) deal with student research ethical issues including carrying out investigations or assessment of the student research misconduct allegation;
(b) advise any staff member on the research misconduct issue;
(c) advise students who have been alleged of research misconduct.

(vi)   SRMC should consist of experienced and knowledgeable people appointed by the respective UUM School Deans. The committee should comprise of:
(a) a Chairman (Dean or any authorised person);
(b) two (2) representatives from the field of expertise on the matter in dispute from the respective school;
(c) one (1) representative from any UUM staff who has qualifications in law;
(d) one (1) representative from another school; and
(e) the Assistant Registrar of the school concerned as the secretary.

(vii)   a member of SRMC must not participate in dealing with any case if he or she has a conflict of interest.

(viii) the duties of SRMC are as follows:
(a) investigate the alleged misconduct;

(b)   refer the matter directly to the parties regarding the allegation that has been made;

(c)   to ensure procedural fairness, the allegations of research misconduct must be stated clearly in writing; the person facing the allegations has the right to be heard, and the members of SRMC must be free from bias or preconception;

(d)   provide its findings, and the reasons for those findings, in writing to the Deans of the Schools who should then communicate the findings to the accused;

(e)   recommend to the university appropriate resolutions, penalties, punishments or decisions (the findings) regarding any student research misconduct upon the completion of the investigation and assessment; and

(f)   carry out any other duties that are deemed relevant.

10.   Process and Procedures of Research Misconduct

(1)   The university and the students must comply with proper procedures in the investigation of research misconduct.

(2)   Complaint and allegation

   (i)   The university should inform its staff and students on the procedure of lodging a complaint or allegation of any research misconduct.

   (ii)   The process and procedure of research misconduct is shown in Appendix I.

(3)   Person responsible for resolving the complaint or allegation of research misconduct. Officers responsible for resolving the complaint or allegation of research misconduct include:

   (i)   the Vice-Chancellor or any authorised person;

   (ii)   the Dean of the School;

   (iii)   SMRC (the members who are appointed by the respective Dean of the School;

   (iv)   the relevant head of department or research centre;

   (v)   supervisor(s); or

   (vi)   other parties who are deemed relevant to be called upon or are responsible to handle the allegation as considered fit by the Dean of the School.

PART III

PLAGIARISM POLICY

11. Introduction

(1) Most academic work submitted for assessment by students at both the undergraduate and postgraduate levels will be evaluated based on their written work, which often contains information and ideas put forward by other writers. In this case, the contribution of the original writing may be seen from the selection, ordering, citations, summarizing and interpreting what others have said.

(2) Each time a writer uses the works or ideas of others she/he must acknowledge the source. It is important for students to make clear and precise reference to the works of others and learn how to cite them. In so doing, the contribution made by the original authors will be duly recognized and appreciated.

12. Acknowledgement and citation of sources

(1) Students must acknowledge and cite sources in the following situations:

   (i)   when copying the exact words of another person's works;
   (ii)   when rewriting, paraphrasing or summarizing information from other sources;
   (iii) when introducing facts that they found in any other source;
   (iv)   when obtaining information from any third parties;
   (v)   when introducing information that is not common knowledge; and
   (vi)   when producing or modifying any diagram, illustration, chart, picture or other visual materials created by others.

13. Acknowledgement and citation

(1) Students need not acknowledge and cite sources in the following situations:

   (i)   when writing own experiences, whether based on own observations, opinions, thoughts, or making own conclusions;
   (ii)   when writing results obtained through laboratory work, field experiments, artwork, etc;
   (iii) when it is a general knowledge that is widely accepted;
   (iv)   when it is public information such as historical dates or historical events; and
   (v)   when using information that is considered as established fact that has been confirmed in many sources.

14. Common types of plagiarism

(1) There are several types of plagiarism which include the following:

   (i)   Copying directly from original sources without acknowledgement.
          Plagiarism often involves using one or more sentences or parts of sentences that are copied directly from an original source (with or without footnotes). These measures cannot be accepted. Copying from any text requires the insertion of quotes in phrases. Longer passages should be offset in indented blocks of a paragraph.

(ii)   Copying directly from original sources by placing footnotes/citations.

Copying nearly all or a part of the work of others is considered to be plagiarism. However, copying a few sentences or passages from various documents by placing footnotes/quotations at the end of each sentence or paragraph is still regarded as having elements of plagiarism. In the obvious case, none of the words in the passage used belong to the author.

(iii)   Submission of work done by others

Copying something written by any other person and then submitting that as own work is considered plagiarizing. This action can easily be detected and proved. Authors can work with others to complete certain tasks (any form of written assignment, thesis, essay, report, tutorial exercise, reflection Paper, written review, rejoinder or commentary, etc.) but what is submitted must be their own work.

(iv)   Failure to cite sources or references

Each time a new fact which is the result of the work done by another person is obtained, sources or references must be provided. Ideally, it should be a reference to the primary literature especially when it comes from a scientific journal or a book.

15. Dissemination of information on the UUM Code of Ethics for Student Research and Academic Writing

The university is responsible to disseminate information of the UUM Code of Ethics for Student Research and Academic Writing to the UUM staff and the students.

16. Procedures for bringing charges of academic dishonesty

(1)   Any member of the university community may bring a charge against a student for an alleged act of academic misconduct by using the procedures of this policy.

(2)   Allegations of academic misconduct shall be submitted in writing by the complainant to the Dean of the School using Form A (Complaint Form). The Dean of the School will then submit the form together with a copy of all the relevant information and evidence to the respective Deputy Vice-Chancellor.

(3)   The Respective Deputy Vice-Chancellor will set up the Academic Dishonesty Committee (ADC) which comprises of

(i)   the respective Deputy Vice-Chancellor or any authorised person acting as the chairperson;

(ii)   two (2) full-time academic staff from the school concerned other than the staff who conducted or involved in the investigation process; and

(iii)   the Assistant Registrar of the Department of Academic Affairs as the secretary.

(4)   The Chairman of the ADC shall read the charge and ask the respondent to reply to the allegation(s) contained in the complaint. If the respondent is absent or refuses to answer, it shall be presumed that the respondent denies the allegation(s) made.

(5)   The Chairman shall call upon all parties to present any further information relevant to the case, summarizing the evidence and/or arguments against the suspect.

(6) If the student admits to the academic misconduct charge, the judgment of academic dishonesty by the respective college shall be in writing and shall be followed by an appropriate punishment.

(7) The Academic Dishonesty Committee shall make appropriate recommendations and issue an appropriate penalty. If a student is found guilty, one (1) of the following punishments will be imposed:

    (i) F grades will be given to all courses registered for during the said trimester or some of the courses taken prior to the said trimester; or

    (ii) F grades will be given to all courses associated with the case; or

    (iii) a written warning will be issued to the student to rectify the plagiarised work within a reasonable time;

    (iv) the thesis or dissertation will be considered as a failure if the student failed to comply with the written warning; or

    (v) the case will be referred to the Student Disciplinary Committee.

(8) Students who are caught plagiarizing, beyond reasonable doubt, will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the Master or PhD qualification be revoked with immediate effect.

17. The Student Disciplinary Committee

(1) If a student denies the allegation of academic misconduct, the ADC will forward the charge to the Student Disciplinary Committee (SDC), chaired by the Deputy Vice-Chancellor (Student Affairs and Alumni) for further action. The ADC must, in writing, submit the charge to the Deputy Vice-Chancellor (Student Affairs and Alumni) with all the evidence and relevant documentation.

(2) The student can continue to attend classes and consultations during the investigation period or when the charge is still pending.

(3) If the Deputy Vice-Chancellor (Student Affairs and Alumni) determines that a review is justified, then the Deputy Vice-Chancellor (Student Affairs and Alumni) or an authorized person in charge shall immediately establish and convene a SDC meeting. The SDC comprises of:

    (i) the Deputy Vice-Chancellor (Student Affairs and Alumni) as the chairman;

    (ii) the Dean of the Student Development and Alumni or any authorised person;

    (iii) the Director of the Department of Student Affairs and Alumni;

    (iv) the Director of the Department of Academic Affairs;

    (v) the university Legal Advisor or any authorised person; and

    (vi) the Assistant Registrar of the Department of Student Affairs and Alumni as the secretary

(4) The complainant staff member shall not be involved in the decision making process.

(5) The SDC shall review the facts involved in the incident and make recommendations to the Deputy Vice-Chancellor (Student Affairs and Alumni) or the authorised person in charge. The Deputy Vice-Chancellor (Student Affairs and Alumni) shall then announce the results and if the student is found guilty, the SDC can impose any one or more of the following penalties:

(i)   a written warning will be issued and recorded in the student's academic record;

(ii)   a fine not exceeding RM200.00;

(iii)   exclusion from any specific part or parts of the university for a specified period;

(iv)   suspension from being a student of the university for a specified period; and

(v)   expulsion from the university.

(6)   Students who are caught plagiarizing beyond reasonable doubt will have the valid certification of the thesis or dissertation released by the Board of Examiners annulled and the degree revoked with immediate effect.

(7)   The Vice-Chancellor can use his discretion where necessary to prevent students, who are found to have violated any of the regulations from taking any part of the examination or the examination if he is satisfied and the evidence of prima facie exists regarding the said violation.

(8)   The process and procedures in bringing charges of academic dishonesty cases is provided in Appendix II.

Appendix I: Process and Procedures on the Investigation of a Research Misconduct

```
                        ┌──────────┐
                        │  Start   │
                        └────┬─────┘
                             │
                ┌────────────▼────────────┐
                │  A complaint lodged by  │
                │  any person regarding   │
                │  breach of the Code     │
                └────────────┬────────────┘
                             │
                        ┌────▼─────┐
                        │   Dean   │
                        └────┬─────┘
                             │
        Maximum of 7 working days         ┌──────────────────┐
                             │            │ Maximum of 14    │
                ┌────────────▼────────────┐│ working days     │
                │  Student Research       │└──────────────────┘
                │  Misconduct Committee   │
                │  (SRMC) formed(The      │
                │  committee will carry out│
                │  an enquiry regarding   │
                │  the complaint)         │
                └────────────┬────────────┘
                             │
                      ◇ Enquiry result ◇
                     /                    \
        ┌──────────▼──────┐          ┌─────▼──────┐
        │  There is       │          │  No case   │
        │  a case         │          └─────┬──────┘
        └────────┬────────┘                │
     ┌───────────▼─────────────┐      ┌─────▼──────┐
     │ Accused will be called up│     │ File closed│
     │ and provided relevant    │     └─────┬──────┘
     │ information and defence   │           │
     │ related to the complaint  │     ┌─────▼──────┐
     └───────────┬──────────────┘     │   Dean     │
          ┌──────▼───────┐            └─────┬──────┘
          │ Decision made │                 │
          │ to investigate│            ┌─────▼──────┐
          └──────┬───────┘             │   End      │
            ┌────▼────┐                └────────────┘
            │  Dean   │
            └────┬────┘
          ┌──────┴──────┐
    ┌─────▼─────┐  ┌────▼──────┐
    │ Student   │  │ Academic  │
    │Disciplinary│ │Dishonesty │
    │ Committee │  │ Committee │
    └───────────┘  └───────────┘
```

Appendix II: Process and Procedures in Bringing Charges of Academic Dishonesty

```
                    ┌─────────────┐
                    │    Start    │
                    └──────┬──────┘
                           │
                           ▼
            ┌──────────────────────────────┐
            │   DEAN OF THE SCHOOL          │
            │   Submits SMRC report         │
            │   to the respective           │
            │   Deputy                      │
            │   Vice-Chancellor             │
            └──────────────┬───────────────┘
                           │
                           ▼
            ┌──────────────────────────────┐
            │   DEPUTY                      │
            │   VICE-CHANCELLOR             │
            │   Setup Academic              │
            │   Dishonesty Committee        │
            │   (ADC) & make                │
            │   decision                    │
            └──────────────┬───────────────┘
                           │
                           ▼
            ┌──────────────────────────────┐
            │   Allegations                 │
            └──────────────┬───────────────┘
                           │
                           ▼
                   ◇ Response ◇ ──Deny──►  ┌──────────────┐
                           │               │ Student      │
                        Admits             │ Disciplinary │
                           │               │ Committee    │
                           ▼               └──────────────┘
            ┌──────────────────────────────┐
            │   Hearing                     │
            └──────────────┬───────────────┘
                           │
                           ▼
                   ◇ Committee
                     Decision ◇
                           │
                           ▼
            ┌──────────────────────────────┐
            │   ADC inform result to        │
            │   the Dean of the             │
            │   School                      │
            └──────────────┬───────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │     End     │
                    └─────────────┘
```
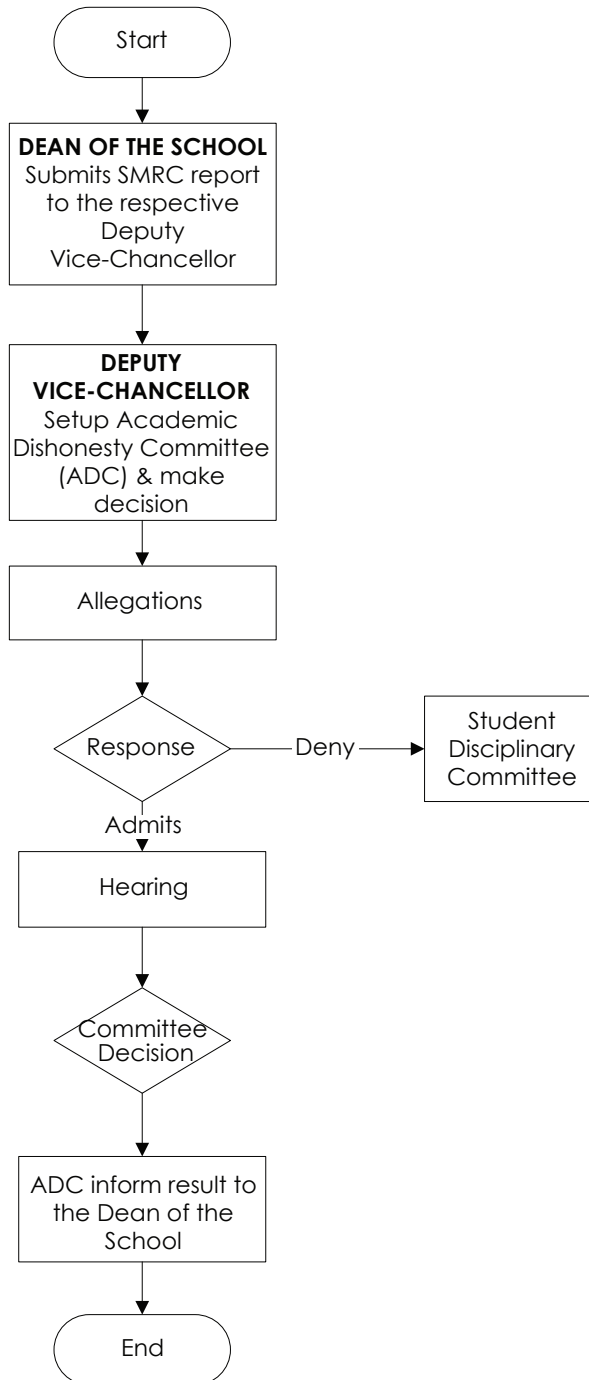
Appendix III: Process and Procedures for Bringing Charges of Student Disciplinary Cases

```
                          ┌─────────────┐
                          │    Start    │
                          └─────────────┘
                    ┌───────────┴───────────┐
                    ▼                       ▼
        ┌───────────────────┐   ┌───────────────────┐
        │ DEAN OF THE SCHOOL│   │ ACADEMIC DISHONESTY│
        │ Submits SMRC report│   │    COMMITTEE      │
        │ to the respective │   │ Submits ADC report to│
        │      Deputy       │   │ the respective Deputy│
        │  Vice-Chancellor  │   │  Vice-Chancellor  │
        └───────────────────┘   └───────────────────┘
                    └───────────┬───────────┘
                                ▼
                    ┌───────────────────┐
                    │ DEPUTY VICE-CHANCELLOR│
                    │ (STUDENTS AFFAIRS AND│
                    │      ALUMNI)      │
                    │ Setup Student Dishonesty│
                    │  Committee (SDC)  │
                    └───────────────────┘
                                ▼
                    ┌───────────────────┐
                    │ SDC investigates and│
                    │  makes decisions  │
                    └───────────────────┘
                                ▼
                    ┌───────────────────┐
                    │      Hearing      │
                    └───────────────────┘
                                ▼
                         ◇ SDC Decision ◇
                                ▼
                    ┌───────────────────┐
                    │ SDC inform result to│
                    │  the Dean of the  │
                    │      School       │
                    └───────────────────┘
                                ▼
                          ┌─────────────┐
                          │     End     │
                          └─────────────┘
```

FORM A

COMPLAINT FORM
(ACADEMIC MISCONDUCT & PLAGIARISM)

School: _____

College: _____

Programme: _____

Student's Name: _____

Matric Number: _____

Complainant's Name: _____

Type of Work (e.g. assignment/Project Paper/research Paper/report/dissertation/ thesis/etc.)

Title/Topic of Work:
_____

_____

_____

Details of Suspected Academic Misconduct or Plagiarised Work

No.	TYPE OF ACADEMIC MISCONDUCT OR PLAGIARISM (copied whole sentences/whole paragraphs/submitted other's work/etc)**	PAGE

Complainant's Signature: _____

Date: _____

Note:
**Please attach the alleged dishonest work or other relevant documents.

FORM B

DEAN'S REPORT
(ACADEMIC MISCONDUCT & PLAGIARISM)

Dean's name :_____

School/College : _____

_____

Student's Name : _____

Matric Number : _____

Complainant's Name : _____

Facts of academic misconduct/plagiarism
(please use separate sheet if the space provided is not enough)

_____

_____

_____

_____

Findings and decisions of SRMC
(please use separate sheet if the space provided is not enough)

_____

_____

_____

_____

Dean's Signature: _____

Date: _____

Official Stamp:

Note:
**Please attach the alleged dishonest work or other relevant documents and SRMC full report.
.

SECTION 8
Postgraduate Academic Calendar For 2021/2022 Session

ACADEMIC CALENDAR
FOR ACADEMIC SESSION OF 2021/2022
(APPLIES IN UUM SINTOK & UUMKL)

ACADEMIC CALENDAR	FIRST TRIMESTER (211)	SECOND TRIMESTER (212)	THIRD TRIMESTER (213)
Arrival of new international postgraduate students	5/9/2021	2/1/2022	8/5/2022
Fees Payment/ Medical Check-up/Health Insurance for new students (International)	6 – 7/9/2021	3 – 4/1/2022	9 – 10/5/2022
Registration of new postgraduate students	8/9/2021	5/1/2022	11/5/2022
Last day to register for new postgraduate students	26/9/2021	23/1/2022	29/5/2022
Course registration for new postgraduate students	9 – 26/9/2021	6 – 23/1/2022	12 – 29/5/2022
Renewal of registration and course registration for returning postgraduate students	9 – 26/9/2021	6 – 23/1/2022	12 – 29/5/2022
Period of study	**10/9 – 2/12/2021**	**7/1 – 31/3/2022**	**13/5 – 11/8/2022**
Last day for students to **SUBMIT THESIS/ DISSERTATION** for examination or Senate approval (without charge of tuition fees)	9/10/2021	6/2/2022	11/6/2022
Last day for students to settle the fees for the current semester	9/10/2021	6/2/2022	11/6/2022
Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)	8/11/2021	5/3/2022	10/7/2022
Last day to WITHDRAW from examination / to apply for deferment of study	25/11/2021	24/3/2022	4/8/2022

Last day to submit Project Paper/ Internship/ Practicum Report	2/12/2021	31/3/2022	11/8/2022
Final assessment	**3 – 12/12/2021**	**1 – 10/4/2022**	**12 – 21/8/2022**
Semester break	13/12/2021 – 5/1/2022	11/4 – 10/5/2022	22/8 – 6/9/2022
Last day for lecturers to transmit examination marks	26/12/2021	24/4/2022	4/9/2022
Release of examination results	30/12/2021	27/4/2022	7/9/2022

PUBLIC HOLIDAYS

FIRST TRIMESTER	SECOND TRIMESTER	THIRD TRIMESTER
16 September 2021 (Thursday) Malaysia Day	**1 & 2 February 2022** (Tuesday & Wednesday) Chinese New Year	**15 May 2022** (Sunday) Wesak Day
19 October 2021 (Tuesday) Maulidur Rasul	**1 Mac 2022** (Tuesday) Israk and Mikraj	**6 June 2022** (Monday) Yang Dipertuan Agong Birthday
4 November 2021 (Thursday) Deepavali	**3 April 2022** (Sunday) Awal Ramadhan	**19 June 2022** (Sunday) Sultan Kedah Birthday
25 December 2021 (Saturday) Christmas Day	**1 May 2022** (Sunday) Labour Day	**9 & 10 July 2022** (Saturday & Sunday) Aidul Adha
	2 & 3 May 2022 (Monday) Aidul Fitri	**30 July 2022** (Thursday) Awal Muharram
		31 August 2022 (Monday) National Day

ACADEMIC CALENDAR FOR ACADEMIC SESSION OF 2021/2022
(APPLIES TO OTHER LEARNING CENTRES)

ACADEMIC CALENDAR	FIRST TRIMESTER (211)	SECOND TRIMESTER (212)	THIRD TRIMESTER (213)
Registration of new postgraduate students	5/9/2021	2/1/2022	8/5/2022
Last day to register for new postgraduate students	26/9/2021	23/1/2022	29/5/2022
Course registration for new postgraduate students	9 – 26/9/2021	6 – 23/1/2022	12 – 29/5/2022
Renewal of registration and course registration for returning postgraduate students	9 – 26/9/2021	6 – 23/1/2022	12 – 29/5/2022
Period of study	10/9 – 2/12/2021	7/1 – 31/3/2022	13/5 – 11/8/2022
Last day for students to **SUBMIT THESIS/ DISSERTATION** for examination or Senate approval (without charge of tuition fees)	9/10/2021	6/2/2022	11/6/2022
Last day for students to settle the fees for the current semester	9/10/2021	6/2/2022	11/6/2022
Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)	8/11/2021	5/3/2022	10/7/2022
Last day to WITHDRAW from examination / to apply for deferment of study	25/11/2021	24/3/2022	4/8/2022
Last day to submit Project Paper/ Internship/ Practicum Report	2/12/2021	31/3/2022	11/8/2022
Final assessment	3 – 12/12/2021	1 – 10/4/2022	12 – 21/8/2022
Semester break	13/12/2021 – 5/1/2022	11/4 – 10/5/2022	22/8 – 6/9/2022
Last day for lecturers to transmit examination marks	26/12/2021	24/4/2022	4/9/2022
Release of examination results	30/12/2021	27/4/2022	7/9/2022

PUBLIC HOLIDAYS

FIRST TRIMESTER	SECOND TRIMESTER	THIRD TRIMESTER
16 September 2021 (Thursday) Malaysia Day	**1 & 2 February 2022** (Tuesday & Wednesday) Chinese New Year	**15 May 2022** (Sunday) Wesak Day
19 October 2021 (Tuesday) Maulidur Rasul	**1 Mac 2022** (Tuesday) Israk and Mikraj	**6 June 2022** (Monday) Yang Dipertuan Agong Birthday
4 November 2021 (Thursday) Deepavali	**3 April 2022** (Sunday) Awal Ramadhan	**19 June 2022** (Sunday) Sultan Kedah Birthday
25 December 2021 (Saturday) Christmas Day	**1 May 2022** (Sunday) Labour Day	**9 & 10 July 2022** (Saturday & Sunday) Aidul Adha
	2 & 3 May 2022 (Monday) Aidul Fitri	**30 July 2022** (Thursday) Awal Muharram
		31 August 2022 (Monday) National Day

SECTION 9
Student Dress Code

ETIKA PAKAIAN PELAJAR
STUDENT DRESS CODE

UUM
Universiti Utara Malaysia
The Eminent Management University

PERINGATAN

Semua pelajar dikehendaki mematuhi Etika Pakaian Rasmi Pelajar semasa berurusan dengan pihak universiti. Tindakan tatatertib akan dikenakan kepada pelajar yang tidak mematuhi peraturan ini mengikut Kaedah-Kaedah peraturan ini mengikut Kaedah-Kaedah (Tatatertib Pelajar)pelajar), 1999, AUKU 1971.

REMINDER

All students are to adhere to the Student Dress Code when dealing with University matters or staff. Disciplinary action will be taken against students who do not follow these guidelines in accordance with the rules and regulations of Universiti Utara Malaysia (Student Code of Conduct), 1999, AUKU 1971.

RAMBUT LELAKI (Hair for men)
Rambut tidak menyentuh kolar.
Hair length should not touch the collar.

Contoh Example

RAMBUT PEREMPUAN (Hair for women)
Bagi pelajar yang tidak memakai tudung, rambut perlu berada dalam keadaan kemas.
Hair must be neat and tidy for students not wearing scarves.

Contoh Example

KELONGGARAN
Exceptions

Perpustakaan:
Boleh memakai kemeja tanpa tali leher atau baju-T berkolar di luar waktu pejabat.
Library:
Shirts without ties or collared T-shirts after office hours are allowed.

Zon Dewan Penginapan Pelajar (DPP):
Boleh memakai baju-T berkolar berlengan dan berseluar panjang.
Student Residential Hall Zone:
Collared and sleeved T-shirts and slacks are allowed.

Pusat Kesihatan Universiti:
Seperti di Zon Dewan Penginapan Pelajar (DPP), jika di luar waktu pejabat.
University Health Centre:
Collared T-shirts and slacks are allowed for men (after office hours).

Aktiviti Sukan:
Pakaian sukan.
Sports Activities:
Sports attire.

Aktiviti Rekreasi:
Baju-T berlengan dan 'track-bottom' atau seluar panjang.
Recreational Activities:
Long sleeved T-shirts and track-bottoms or slacks.

Aktiviti kokurikulum:
Pakaian seragam kokurikulum atau Baju-T berkolar berlengan berwarna putih tanpa sebarang tulisan dan 'track-bottom' berwarna hitam serta berseluar sukan berwarna putih.
Co-curricular Activities:
Co-curricular uniform or white collared and sleeved T-shirts (no wordings) and black track-bottoms with white sport shoes.

Contoh Pakaian Yang Dibenarkan (Waktu Pejabat/Rasmi)
Examples Of Clothes That Are Allowed (Office Hours/Official)

Contoh Pakaian Yang Dibenarkan (Luar Waktu Pejabat/Tidak Rasmi)
Examples Of Clothes That Are Allowed (After Office Hours/Unofficial)

Nota: Semua jenis pakaian mestilah sopan
Note: Wear proper attire

"BERPAKAIAN KEMAS LAMBANG KEPERIBADIAN MULIA'
"SMART DRESSING REFLECTS GOOD CHARACTER'

Sebarang pertanyaan/ *Any inquiries:* studentservices@uum.edu.my