



UMS
UNIVERSITI MALAYSIA SABAH

POSTGRADUATE STUDIES RULES 2015 [AMENDMENT NO. 2, 2021]



UMS KAMPUS RAHMAH
TERAS KECEMERLANGAN DAN KEUNGGULAN

Transformation towards
**UNIVERSITY
INDUSTRY 4.0**

DYNAMIC - SUSTAINABLE - INTEGRITY - JUSTICE - HAPPINESS

TABLE OF CONTENTS	PAGE
CHAPTER A	
PART 1 – PRELIMINARY	
1.1 Titles, Commencement of Enforcement and Application	1
1.2 Repealed	
1.3 Definition of Generic Terms Used	1-4
CHAPTER B – POSTGRADUATE STUDY BY RESEARCH	
PART 2 – ADMISSION TO UNIVERSITY	
2.1 Admission Requirements for Master’s Degree	4
2.2 Admission Requirements for Master of Philosophy Degree	4
2.3 Admission Requirements for Doctor of Philosophy Degree	5
2.4 Language Requirements	5-6
2.5 Conditional Entry	6
2.6 Validity Period of Offer	6
2.7 Termination of Offer	6
2.8 Application for Readmission	6-7
PART 3 – DURATION OF STUDY	
3.1 Duration of Study Permitted	7
3.2 Extension of Study	7
PART 4 – REGISTRATION	
4.1 Admission	7
4.2 Current Students	7-8
4.3 Registration Status	8
4.4 Deferment of Study	8-9
4.5 Suspension of Study	9
4.6 Change of Mode of Study	9
4.7 Registration of Basic Course	9
4.8 Pre-requisite Course Registration (REPEALED)	
4.8A Registration for the Research Methodology Course	10
4.9 Change of Faculty/Centre/Academy/Institute	10
4.10 Change of Field of Study	10
PART 5 – FEES	
5.1 Payment	10-11
5.2 Refund	11
PART 6 – SUPERVISION	
6.1 Supervision Category	11
6.2 Criteria on the Appointment of Supervisor	11-13
6.3 Change of Supervisor and/or Supervision Category	13
6.4 Postgraduate Student Progress Report (LKPP)	14
PART 7 – THESIS	
7.1 Thesis Writing	14
7.2 Notice of Thesis Submission	14
7.3 Thesis Submission for Examination	15
7.4 Thesis Submission After Viva voce	15
7.5 Submission of Final Thesis	15

PART 8 – FINAL ASSESSMENT

8.1 Final Assessment	15
8.1A Criteria on the Appointment of Internal and External Examiners	16
8.2 Viva voce Committee	16
8.3 Viva voce.....	16-17
8.4 Viva voce Assessment Result	17
8.5 Appeal Against Viva voce Result	18

PART 9 – STUDY STATUS

9.1 Study Status (By Research)	18
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PART 10 – REACTIVATION OF STUDENT STATUS

10.1 Reactivation of Student Status (REPEALED)	
10A.1 Appeal for Continuation of Study	19

PART 11 – CONFERMENT OF DEGREE

11.1 Criteria on Conferment of Degree	19-20
11.2 Conditions on Awarding of Posthumous Degree (REPEALED)	
11A.2 Aegrotat and Anumerta Academic Award	20

CHAPTER C – POSTGRADUATE STUDY BY COURSEWORK**PART 12 – ADMISSION TO UNIVERSITY**

12.1 Admission Requirements for Postgraduate Diploma	21
12.2 Admission Requirements for Master’s Degree by Coursework	21
12.3 Admission Requirements for Master’s Degree Mixed Mode (REPEALED)	
12.4 Admission Requirements for Doctor of Philosophy Mixed Mode (REPEALED)	
12.5 Language Requirements	22
12.6 Conditional Admission	22
12.7 Admission Offer Validity Period	22

PART 13 – PROGRAMME STRUCTURE

13.1 Course Components	23
13.2 Duration of Study Permitted	23
13.3 Total Credit Hours Required to Graduate	24

PART 14 – REGISTRATION

14.1 Admission	24
14A.1 Current Students	24
14.2 Course Registration	24
14.3 Pre-requisite Course	25
14.4 Malay Language Course (REPEALED)	
14.5 Audit Course	25
14.6 Late Registration (REPEALED)	
14.7 Credit Hours	25
14.8 Add and/or Drop Courses	25
14.9 Withdrawal from Course	25
14.10 Short Semester	26
14.11 Repeat Courses	26
14.12 Deferment of Study	26
14.13 Suspension of Study	27
14.14 Change of Mode of Study	27
14.15 Change of Study Programme	27

PART 15 – CREDIT TRANSFER	
15.1 Application for Credit Transfer.....	27
PART 16 – FEES	
16.1 Payment	28
16.2 Refund	29
PART 17 – ASSESSMENT AND EXAMINATION	
17.1 Assessment	29
17.2 Examination Requirements	29
17.3 Postponement of Final Examination	30
17.4 Replacement Examination	30
17.5 Dissertation/Research Project/Practicum/Internship/Teaching Practice Submission	30
17.5A Writing a Dissertation	30
17.6 Assessment Results and Final Examination	30
17.7 Course Grade Review	31
PART 18 – GRADE POINT AND STATUS	
18.1 Grade and Grade Point	31-32
18.2 Without Grade Point Status Codes	32-33
PART 19 – GRADE POINT AVERAGE	
19.1 Unit Calculation and Grade Point Average (GPA)	33
19.2 Calculation of Grade Point Average	33-34
PART 20 – STUDY STATUS	
20.1 Study Status	34
20.2 Appeal for Continuation of Study (REPEALED)	
PART 20A – REACTIVATION OF STUDENT STATUS	
20A.1 Appeal for Continuation of Study	35
PART 21 – CONFERMENT OF DEGREE	
21.1 Criteria on Conferment of Degree	35
21.2 Conditions on Awarding of Posthumous Degree (REPEALED)	
21.2A Aegrotat and Anumerta Academic Award.....	35-36
CHAPTER CA – POSTGRADUATE STUDY BY MIXED MODE	
PART 21A – ADMISSION TO UNIVERSITY	
21A.1 Admission Criteria for Master’s Degree	37
21A.2 Admission Criteria for Doctoral Degree	37
21A.3 Language Requirements	37
21A.4 Conditional Admission	38
21A.5 Admission Offer Validity Period	38
PART 21B – PROGRAMME STRUCTURE	
21B.1 Course Component	38-39
21B.2 Duration of Study Permitted	39
21B.3 Extension of Study	39
21B.4 Total Credit Hours Required to Graduate	39
PART 21C – REGISTRATION	
21C.1 Admission	39
21C.2 Current Students	40
21C.3 Course Registration	40

21C.4 Pre-requisite Course	40
21C.5 Audit Course	40
21C.6 Add and/or Drop Courses	41
21C.7 Withdrawal from Course	41
21C.8 Repeat Courses	41
21C.9 Deferment of Study	41-42
21C.10 Suspension of Study	42
21C.11 Change of Mode of Study	42
21C.12 Change of Study Programme	42
PART 21D – CREDIT TRANSFER	
21D.1 Application for Credit Transfer	43
PART 21E – FEES	
21E.1 Payment	43
21E.2 Refund	43-44
PART 21F - SUPERVISION	
21F.1 Category of Supervision	44
PART 21G – ASSESSMENT AND EXAMINATION	
21G.1 Assessment	44
21G.2 Examination Requirements	44
21G.3 Postponement of Final Examination	45
21G.4 Replacement Examination	45
21G.5 Writing a Dissertation	45
21G.6 Submission of Dissertation	45
21G.7 Assessment Results and Final Examination	45
21G.8 Course Grade Review	46
PART 21H – GRADE POINT AND STATUS	
21H.1 Grade and Grade Point	46-47
21H.2 Without Grade Point Status Code.....	47-48
PART 21I – GRADE POINT AVERAGE	
21I.1 Unit Calculation and Grade Point Average (GPA)	48
21I.2 Calculation of Grade Point Average	49
PART 21J – STUDY STATUS	
21J.1 Study Status	49-50
PART 21K – REACTIVATION OF STUDENT STATUS	
21K.1 Appeal for Continuation of Study	50
PART 21L – CONFERMENT OF DEGREE	
21L.1 Criteria on Conferment of Degree	50
21L.2 Aegrotat and Anumerta Academic Award	50-51
CHAPTER D	
PART 22 – GENERAL PROVISIONS	
22.1 General	51

**POSTGRADUATE REGULATIONS
UNIVERSITI MALAYSIA SABAH 2015 (AMENDMENT NO. 2 RULES 2021)**

In exercising the powers conferred by section 37 (1) of the Constitution of Universiti Malaysia Sabah (P.U.(A) 460/2010), the Board hereby decides to undertake the following regulations:

CHAPTER A

PART 1 – PRELIMINARY

1.1 Titles, Commencement of Enforcement and Application

- 1.1.1 These regulations shall be cited as Universiti Malaysia Sabah Postgraduate Studies Regulations 2015 (Amendment No. 2 Rules 2021) and shall be effective on the date set by the Senate.
- 1.1.2 These regulations shall apply to all students undertaking any Postgraduate Programmes that lead to the conferment of Postgraduate Diploma, Master’s Degree, Master of Philosophy Degree, or Doctor of Philosophy Degree Semester 2 2020/2021 intake.
- 1.1.3 These regulations shall come into force on 23 March 2021.

1.2 -Repealed-

1.3 Definition of Generic Terms Used

- 1.3.1 In these Regulations –

“Academic Dishonesty” means any dishonest acts committed by students under Regulation 6 (Prohibition against plagiarism) and Regulation 8 (Conduct during exams) Universiti Malaysia Sabah Regulations (Students’ Discipline) 1999 [P.U (A) 210/1000].

“Academic Year” means a period of study comprising two (2) semesters.

“Act” means the University and University College Act 1971 [Act 30].

“Additional Examination” means examinations that must be undertaken by students under the Master of Public Health and Public Health Doctor programme who do not achieve the minimum Pass grade of their courses.

“APEL” refers to Accreditation of Prior Experiential Learning, which is an assessment programme prescribed by MQA.

“Assessment” means any kind of measurement on the student’s accomplishments for courses undertaken (whether quizzes, tests, mid-semester tests, assignments, coursework etc.) set by the Faculty/Centre/Academy/Institute.

“Audit Courses” means courses that must have a compulsory pass but not calculated into the total credit hours.

“Basic Courses” refers to courses that must be undertaken by students to meet the requirements set by the Faculty/Centre/Academy/Institute.

"CGPA" means the cumulative grade point average obtained by students from all semesters.

"CGPS" means the semester grade point average obtained by students for a certain semester.

"Prerequisite Courses" refers to compulsory courses students are required to pass as a condition before starting their programmes with the Faculty/Centre/Academy/Institute, subject to the requirements of the field of study as approved by the Faculty/Centre/Academy/Institute.

"Coursework Mode" refers to a full coursework mode of study.

"Credit Hours" means the academic load of one credit hour equivalent to contact hour or actual instructional interaction per study semester.

"Credit Transfer" refers to the process of transfer of Credit Hours of Postgraduate Courses undertaken from other Institutions of Higher Learning both locally and abroad recognised by the Senate.

"Deferment" refers to a postponement of study due to specific reasons.

"Duration of Study" refers to the time allotted for a student to complete all the course prerequisites in order to be conferred a degree.

"Elective Courses" refers to optional courses offered at programme level set by the Faculty/Centre/Academy/Institute with compulsory pass.

"External Examiner" refers to Lecturer/Individual with expertise from an external university/institution appointed by the University to evaluate students' thesis/dissertation.

"Faculty Core Courses" means courses offered by the Faculty/Centre/Academy/Institute and compulsory for students to pass.

"Faculty/Centre/Academy/Institute" means academic institutions at the University that offer academic programmes that are undertaken by students throughout their study at the University.

"Fast Track" means a fast route of study to the Doctoral Degree programmes in accordance with subregulation 2.3.4.

"Final Assessment/Examination" means the examination of the student's thesis/dissertation.

"Final Examination" means an examination conducted within the prescribed period at the end of each semester.

"Integrated Student Information System" means information management system for student's academic activities supervised by the University for storing student's information.

"Internal Examiner" refers to a University Lecturer appointed by the University to evaluate students' thesis/dissertations.

"JKP" refers to UMS Postgraduate Study Committee.

"LKPP" refers to the Postgraduate Student Progress Report under Research mode.

“Minor Courses” means courses that students can undertake from any of the postgraduate degree programmes as specified by the Faculty/Centre/Academy/Institute with compulsory pass.

“Mixed Mode” refers to a mix of both research and coursework elements.

“Method of Study” means the types of study either by Research, Coursework or Mixed.

“MQA” refers to the Malaysian Qualification Agency, an agency established under the Malaysian Qualifications Agency Act (Act 679).

“MQR” refers to the Malaysian Qualifications Register, a source of reference and guidance related to higher education programmes that have been accredited and awarded by higher education providers either from within or outside the country.

“Non-Active Student” means a student who is not registered in the current semester.

“Ordinary Semester” means a period of study in a session that contains 14 lecture weeks for coursework mode and 24 weeks for research mode.

“Postgraduate Degree” means Post-Diploma, Master’s Degree, Master of Philosophy Degree, or Doctor of Philosophy Degree.

“Postgraduate Study Programme” means a period of study either Post-Diploma Degree, Master’s, Master of Philosophy or Doctor of Philosophy.

“Programme Core Courses” means courses offered at programme level and is compulsory for students to pass.

“Programme Structure” means curriculum components and duration of study that comprise predetermined courses for the conferment of Degrees.

“Registered Active Student” means a registered student in the current semester.

“Registration of Courses” means the registration of certain courses undertaken by the student during the course of study at the University.

“Repeat Viva voce” refers to a repeat of the Oral Examination.

“Replacement Examination” means an examination that must be undertaken by the student if the student submitted a postponement to sit the final examination within a certain period and under certain circumstances.

“Research Mode” refers to a fully research mode of study.

“Review of Course Grades” means a recalculation of students' overall assessment marks (project, quiz, assignment, mid-semester examination, etc.) including answer scripts of the final examination.

“Semester” means a period of study that refers to the Postgraduate Academic Schedule.

“Senate” means Universiti Malaysia Sabah Senate.

“Session” means a period of study comprising two (2) ordinary semesters and one (1) short semester set by the Senate.

“Student” means a student registered under the Postgraduate Programme at the University.

“Study Programme” means academic programmes approved by the Senate leading to the conferment of Degrees.

“Supervisor” refers to a Lecturer/individual responsible for supervising a student.

“Suspension from Study” refers to any student who is subject to disciplinary action under Regulation 48 (d) Universiti Malaysia Sabah Regulations (Students’ Discipline) 1999 (P.U.(A) 210/1999) or Section 150 of the University and University College Act 1971 (Act 30).

“Type of Registration” means either Full Time or Part Time mode of study.

“University” means Universiti Malaysia Sabah.

“Viva voce ” refers to an Oral Examination.

CHAPTER B – POSTGRADUATE STUDY BY RESEARCH

PART 2 – ADMISSION TO UNIVERSITY

2.1 Admission Requirements for Master’s Degree

2.1.1 Candidates who wish to enrol in a Master’s Programme must fulfill the following conditions:

- (a) Passed any Bachelor’s Degree in a related field from any Institution of Higher Learning recognised by the University’s Senate, and obtained a minimum CGPA of 2.75; or
- (b) Passed any Bachelor’s Degree in a related field and obtained at least a minimum CGPA of 2.50 and not achieving CGPA of 2.75, may be accepted subject to thorough internal assessment; or
- (c) Passed any Bachelor’s Degree in a related field but not achieving CGPA of 2.50, may be accepted subject to a minimum of five (5) years of working experience in the relevant field; or
- (ca) Passed any Bachelor’s Degree with a minimum CGPA of 2.50 but in a field or work experience not related to the field applied, candidate must passed the prerequisite courses determined by the Faculty/Centre/Academy/Institute with an admission CGPA based on subregulations 2.1.1(a), (b) and (c) as above.
- (d) Passed APEL (subject to the programmes authorised by MQA): or
- (e) Any other conditions as determined by the Faculty/Centre/Academy/Institute approved by the Senate.

2.2 Admission Requirements for Master of Philosophy Degree

2.2.1 Candidates wishing to pursue Master of Philosophy programme must obtain at least a Bachelor’s Degree with CGPA of 3.50 from the University or from any Institution of Higher Learning recognised by the Senate.

2.3 Admission Requirements for Doctor of Philosophy Degree

- 2.3.1 Passed a Master's Degree from any Institution of Higher Learning recognised by the Senate; or
- 2.3.2 Passed other qualifications equivalent to a Master's Degree and accepted by the Senate; or
- 2.3.3 Any other conditions as determined by the Faculty/Centre/Academy/Institute accepted by the Senate.
- 2.3.4 **Fast Track:** Outstanding Bachelor's Degree Graduates Level 6 of the Malaysian Qualifications Framework (MQF), with the following conditions:
- (a) Student obtained a First Class Bachelor's Degree or equivalent; or
 - (b) Obtained a minimum Cumulative Grade Point Average (CGPA) of 3.67 or equivalent from an academic programme or Technical and Vocational Education and Training (TVET); and
 - (c) Thorough internal evaluation by the University; and
 - (d) Obtained approval from the University's Senate and accepted as candidacy for MQF Level 8 Doctoral programme. Students are required to present appropriate progress as outlined in the University's Fast Track Regulations.
 - (e) Students will not be awarded a Master's Degree as an exit award if they do not meet the standard at Doctoral level.
- 2.3.5 **Conversion of Master's Programme to Doctor of Philosophy:** Students who are currently in their Master's programme (by research), may apply to change to Doctoral programme (by research) within one (1) year after enrolling in a Master's programme for the full time mode and two (2) years after registering for the Master's programme (by research) for part time mode, subject to the following conditions:
- (a) Has shown competency and proficiency in conducting research at the Doctoral level.
 - (b) Thorough internal evaluation by the University based on Universiti Malaysia Sabah Guidelines for the Conversion of Master's to Doctor of Philosophy (PhD); and
 - (c) Has obtained approval from the University's Senate.
 - (d) Students who are unsuccessful in their application for the conversion of Master's to Doctor of Philosophy will be allowed to continue their studies and will be awarded the Master's degree if they successfully complete their studies.

2.4 Language Requirements

- 2.4.1 International candidates from countries where English is not the primary medium of instruction must meet at least the following requirements:
- (a) Band 5 in the IELTS (International English Language Testing System) English Language Test or obtained a score of 500 (Written)/42 (online) in the TOEFL (Test of English as a Foreign Language); or

- (b) must complete the Certificate in Progressive English Programme (PEP) for six (6) months to a maximum of two (2) years and passed MUET with a Band 3; or
- (c) Band 3 in the MUET exam.

2.4.2 -Repealed-

2.4.3 Subregulation 2.4.1 does not apply if:

- (a) The candidate obtains a Bachelor's Degree or Master's Degree or Master of Philosophy Degree from an institution of higher learning that uses English as the medium of instruction with the condition that the candidate must obtain supporting documents from the respective institution of higher learning.
- (b) Candidates who obtained their degree from any university in Malaysia; or
- (c) The programme of study does not require the use of English.

2.5 Conditional Entry

- 2.5.1 Candidates shall be offered a conditional entry if they do not fulfill the subregulation 2.1.1(a) but are in the final semester of their Bachelor's degree subject to their CGPA and that the final equivalent qualifications obtained meet the entry requirements.
- 2.5.2 Candidates who are given the conditional entry will be offered full admission after showing proof of having fulfilled subregulation 2.1.1(a) before or during registration.
- 2.5.3 The offer of conditional entry will be revoked if the candidate fails to submit the required proof of eligibility within the stipulated time period.

2.6 Validity Period of Offer

- 2.6.1 The Admission offer is valid for one (1) academic year only.
- 2.6.2 Candidates who wish to postpone the registration for admission into University are required to inform the Centre for Postgraduate Studies.

2.7 Termination of Offer

- 2.7.1 The Admission offer will be automatically revoked if:-
 - (a) Candidates do not notify the postponement of registration to the Centre for Postgraduate Studies; or
 - (b) Candidates do not register after the validity of the letter of offer expires.
- 2.7.2 Candidates must submit a new application if the admission offer is revoked.

2.8 Application for Readmission

- 2.8.1 Candidates who failed a programme of study at any university must enrol in a new research study.

- 2.8.2 Candidates who did not complete a programme of study at any university may use the original research conducted at the previous university if they have acquired written consent and permission from the supervisor at that university.

PART 3 – DURATION OF STUDY

3.1 Duration of Study Permitted

- 3.1.1 The duration of study permitted is shown in the table below:

Level of Study	Mode of Study			
	Full time		Part time	
	Minimum	Maximum	Minimum	Maximum
Master's Degree/ Master of Philosophy	2 semesters	6 semesters	4 semesters	8 semesters
Doctorate Degree	4 semesters	8 semesters	6 semesters	12 semesters

3.2 Extension of Study

- 3.2.1 The period of the extension of study permitted is shown in the table below:

Level of Study	Mode of Study	
	Full time	Part time
Master's Degree/Master of Philosophy	2 semesters	4 semesters
Doctorate Degree	4 semesters	6 semesters

- 3.2.2 Failure to complete the programme of study within the permitted time period will result in the candidate's status being terminated without written notice from the university.

PART 4 – REGISTRATION

4.1 Admission

- 4.1.1 Students who have been accepted must register within the time period specified by the university.
- 4.1.2 International candidates are only permitted to register as full time students.

4.2 Current Students

- 4.2.1 Students must pay the fees and register each semester within two (2) weeks from the registration date set out by the university.
- 4.2.2 Students are not permitted to register for the next semester until all outstanding fees have been paid.
- 4.2.3 Students can register after their LKPP has been certified by their Supervisor.

- 4.2.4 Students who register late in the 3rd and 4th weeks will be charged a late registration fee of RM200.
- 4.2.5 Students who do not register after the 4th week of each semester will be suspended without prior notice.
- 4.2.6 Students who do not register for two (2) consecutive semesters will be terminated without prior notice.
- 4.2.7 Students who have submitted their thesis for examination need not register for the next semester.
- 4.2.8 Students whose Viva voce have been deferred are required to register in the designated semester and only pay for the repeat Viva voce fee.

4.3 Registration Status

4.3.1 Registration status is as follows:

- (a) Currently studying;
- (b) Currently studying (Extended Period (I), (II), (III), (IV), (V), (VI));
- (c) Currently studying (Notice of Thesis Submission);
- (d) Currently studying (Waiting for Viva voce).

4.3.2 Definition of registration status :

- (a) "Currently Studying" means a student who is registered in the current semester.
- (b) "Currently Studying [Extended Period (I), (II), (III), (IV), (V), (VI)]" means a student who has exceeded the permitted period of study.
- (c) "Currently Studying (Thesis Submission Notice)" means a student who has registered in the current semester and has sent the Notice of Thesis Submission.
- (d) "Currently Studying (Waiting for Viva voce)" means a student who is waiting for Viva voce.

4.4 Deferment of Study

- 4.4.1 Applications for deferment can be made before the start of the new semester or no later than in Week 2 of the deferred semester. Applications made after Week 2 will only be considered if valid reasons are given and verified by the Faculty/Centre/Academy/Institute and Centre for Postgraduate Studies.
- 4.4.2 Students whose deferrment for the semester have been approved but have paid for the deferred semester will have their fees carried forward to the next semester.
- 4.4.3 Students are not permitted to defer their programme of study for two (2) consecutive semesters throughout their course of study unless they have valid reasons that have been verified by the Faculty/Centre/Academy/Institute and Centre for Postgraduate Studies.
- 4.4.4 Approval for deferment of studies will be based on each semester's application.
- 4.4.5 Deferment does not apply in cases when semester extensions have been approved.

4.4.6 Students who have been given approval to defer their studies are considered as non-active students for that semester and will not be permitted to use any facilities provided by the University except to seek the advice to resume their studies.

4.4.7 The period of deferment of studies shall not be calculated into the student's duration of study.

4.5 Suspension of Study

4.5.1 Students will be given suspension status if:

- (a) They fail to register for any semester within the time frame specified; or
- (b) Found guilty by the University Student Disciplinary Committee and sentenced under Regulation 48 (d) of the Universiti Malaysia Sabah Regulations (Student Discipline) 1999 (P.U. (A) 210/1999); or
- (c) Found to be in breach of subsections 15D (1) and (7) of the Universities and University Colleges Act 1971 (Act 30).

4.5.2 The period of suspension of study is calculated into the student's duration of study as stipulated in Regulation 3.1.

4.5.3 Student given a suspension of study status under subregulation 4.5.1 (a) are required to appeal in writing to activate their status dan pay a late registration fine of RM200.

4.6 Change of Mode of Study

4.6.1 Students can apply to the Dean of the Faculty/Centre/Academy or Institute Director dan inform the Dean of the Centre for Postgraduate Studies to change the mode of study from full-time to part-time or vice versa. This application can only be made once during the entire course of study.

4.6.2 Approval to this application is subject to the remaining maximum period of study for the mode of study applied.

4.6.3 International students are not permitted to change the mode of study from full-time to part-time.

4.7 Registration of Basic Course

4.7.1 Students who are required to undertake the basic course must sit for the suggested basic course and monitored by the respective Faculty/Centre/Academy/Institute.

4.7.2 -Repealed-

4.8 Pre-requisite Course Registration (REPEALED)

4.8.1 -Repealed-

4.8.2 -Repealed-

4.8A Registration for the Research Methodology Course

- 4.8A.1 All students are required to attend and pass the Research Methodology Course;
- 4.8A.2 Doctor of Philosophy students who have undertaken the Research Methodology Course from any university are exempted.

4.9 Change of Faculty/Centre/Academy/Institute

- 4.9.1 Students can apply for a change of Faculty/Centre/Akademy/Institute in the current semester:
 - (a) Master's Degree no later than the second semester of study;
 - (b) Doctor of Philosophy Degree no later than the third semester of study;
 - (c) -Repealed-
 - (d) -Repealed-
- 4.9.2 Applications can only be made once throughout the course of study except for reasons that have been approved and validated by the JKP.

4.10 Change of Field of Study

- 4.10.1 Students can apply for a change of field of study during the semester of study:
 - (a) Master's Degree no later than the second semester of study.
 - (b) Doctor of Philosophy Degree no later than the third semester of study.
 - (c) -Repealed-
 - (d) -Repealed-
- 4.10.2 Applications can only be made once throughout the course of study except for reasons that have been approved and validated by the JKP.

PART 5 - FEES

5.1 Payment

- 5.1.1 It is compulsory for students to pay all related fees for each semester.
- 5.1.2 All fees must be paid during registration.
- 5.1.3 -Repealed-
- 5.1.4 Students who submit their thesis for examination before or in the fourth week are exempted from paying tuition fees subject to the decision of the Notice of Thesis Submission from JKP.
- 5.1.5 The fees for Viva voce must be paid prior to the submission of thesis for examination.

5.1.6 Students are required to pay a Repeat Viva voce fee if they are required to retake the Viva voce.

5.1.7 The University reserves the right to change the total fees at any time without prior notice.

5.2 Refund

5.2.1 Fee refunds for withdrawal from studies are subject to the following schedule:

Bil.	Item	Withdrawal Period	
		First 2 weeks of semester	After 2 weeks of semester
1.	Registration fees, Student Insurance Card and Association Fees	Expired	Expired
2.	Course Fees	Refunded	Expired

PART 6 - SUPERVISION

6.1 Supervision Category

6.1.1 Supervision categories include:

- (a) Individual Supervision – if it only involves the appointment of one supervisor, or
- (b) Co-Supervision – one Main Supervisor and one or more Co-Supervisors.
- (c) -Repealed-

6.1.2 The appointment of Supervisor(s) must be confirmed by JKP.

6.2 Criteria on the Appointment of Supervisor

6.2.1 Individual Supervisor/Main Supervisor for:

- (a) Doctoral Degree Candidates:
 - i. -Repealed-
 - ii. -Repealed-
 - iii. -Repealed-
 - iv. University academician with a Doctoral Degree; and
 - v. has at least two (2) years teaching and research experience while in service; and

- vi. has supervised Master's or Doctor of Philosophy students until the students graduated.
 - vii. academicians with only a Master's Degree must have extensive experience in the field of research as an addition to the requirements in items (v) dan (vi) above, and are subject to the Senate approval.
 - viii. the supervisor may be required to complete a structured supervisor course as determined by the University,
 - ix. the Senate may approve other criteria it deems necessary.
- (b) Master's/Master of Philosophy Students:
- i. ~~–Repealed–~~
 - ii. University academicians who have a Doctoral degree or equivalent.
 - iii. ~~–Repealed–~~
 - iv. University academicians with only a Master's Degree must have at least five (5) years experience in teaching and research while in service and have already been a co-supervisor for Master's student(s).
 - v. the supervisor may be required to complete a structured supervisor course as determined by the University.
 - vi. the Senate may approve other criteria it deems necessary.
- (c) University academicians must have relevant expertise in the student's field of research.
- (d) ~~–Repealed–~~

6.2.1A The appointment of a Main Supervisor from among the staff from another Faculty/Centre/ Academy/Institute is permitted subject to the requirements of the Faculty/ Centre/ Academy/Institute where the student registered.

6.2.2 Co-supervisor:

- (a) ~~–Repealed–~~
- (b) ~~–Repealed–~~
- (c) Doctoral Degree Candidates
 - i. academicians with a doctoral degree from the University or from another university.
 - ii. academicians with only a Master's Degree must have extensive experience in research in the related field subject to approval by the Senate.

- iii. industry practitioners must have at least a Master's Degree and at least 10 years working experience in the related field.
- iv. the supervisor may be required to complete a structured supervisor course as determined by the University.
- v. the Senate may approve other criteria it deems necessary.

(d) Master's/Master of Philosophy Degree

- i. academicians with a doctoral degree from the University or from another university.
- ii. academicians with a Master's Degree in a related field from the University or from another University must have at least one (1) year experience in teaching and research.
- iii. industry practitioners must have at least a Bachelor's Degree and at least five (5) years working experience in the related field.
- iv. the supervisor may be required to complete a structured supervisor course as determined by the University.
- v. the Senate may approve other criteria it deems necessary.

6.2.3 University academicians who are pursuing their Master's Degree or Doctoral Degree part-time can be appointed as Co-supervisors.

6.2.4 Supervisors who relocate or whose service has ended are not allowed to be the Main Supervisors.

6.2.5 Supervisors should not have family ties with the student that they are supervising.

6.2.6 Academicians who are on contract basis or a Fellow Researcher must supervise jointly with at least one permanent University academician.

6.3 Change of Supervisor and/or Supervision Category

6.3.1 Students are permitted to apply for:

- (a) change of Supervisor.
- (b) change of Supervision Category.
- (c) an addition or reduction of members in the Supervision Category.

6.3.2 Application for change, addition, reduction of Supervisor or Supervision Category must be made within the first two (2) semesters of study (registered semester) for Master's students and the first four (4) semesters (registered semester) for Doctoral students. Applications outside the time frame can be made in the event that the Supervisor/Main Supervisor relocates or their service has ended or retires or has health problems or dies or any reason confirmed by JKP.

- 6.3.3 Supervisors can withdraw from supervision within the first two (2) semesters of study for Master's students and the first four (4) semesters for Doctoral students. The Faculty/Centre/Academy/Institute will be responsible for suggesting a new Supervisor.
- 6.3.4 Application for change, addition, reduction or withdrawal of Supervisor or Supervision Category must be confirmed by JKP.

6.4 Postgraduate Student Progress Report (LKPP)

- 6.4.1 Students must fill-in the LKPP at the time specified in the Academic Calendar.
- 6.4.2 Students with the status "Currently Studying (Waiting for Viva voce)" do not need to fill-in the LKPP.
- 6.4.3 Students will be given a termination of studies status if their LKPP is Weak and has been given a "Conditional Pass" for two (2) consecutive semesters.
- 6.4.4 Supervisors are required to fill-in and certify the actual evaluation of the student's research performance in the time specified in the Academic Calendar.
- 6.4.5 Failure of the students to fill-in the LKPP within the stipulated period will result in the student not being able to register for the next semester and will be given the "Did Not Fill LKPP" status.

PART 7 - THESIS

7.1 Thesis Writing

- 7.1.1 Students must write a thesis according to the current Universiti Malaysia Sabah's Guidelines for the Submission and Writing of Thesis/Dissertation UMS Style.
- 7.1.2 Students are not allowed to reuse their thesis from another university.

7.2 Notice of Thesis Submission

- 7.2.1 Students must complete and submit the Notice of Thesis Submission to the Dean of the Centre for Postgraduate Studies within three (3) months before submitting the thesis for examination.
- 7.2.2 The validity of the Notice is six (6) months from the date the Notice of Thesis Submission is accepted by the Centre for Postgraduate Studies.
- 7.2.3 Failure of the student to submit the thesis within the stipulated time period will result in the cancellation of the previous notice and the student will have to resubmit a new notice.
- 7.2.4 Students must have a Registered Active Student status when submitting the Notice of Thesis Submission.

7.3 Thesis Submission for Examination

- 7.3.1 Students must proofread their thesis focusing on the language used before submitting their thesis for examination.
- 7.3.2 Master's/Master of Philosophy students are required to submit three (3) copies of the thesis and Doctoral Degree students are required to submit four (4) copies of the thesis to the Centre for Postgraduate Studies after the Examination Committee is confirmed by JKP.
- 7.3.3 Students must submit one (1) copy of the Plagiarism Review Report certified by the Faculty/Centre/Academy/Institute.

7.4 Thesis Submission after Viva voce

- 7.4.1 Students must submit the thesis after correction within the time stipulated to the Centre for Postgraduate Studies for inspection of format.
- 7.4.2 Students can apply for an extension of thesis submission for a maximum of three (3) months only. Applications must be made through the Supervisor and forwarded to the Dean of the Centre for Postgraduate Studies for approval.
- 7.4.3 Failure to make corrections and submit the thesis within the stipulated time will result as having failed the study.

7.5 Submission of Final Thesis

- 7.5.1 After obtaining a certificate of correction and thesis format from the Centre for Postgraduate Studies, students are required to submit one (1) hard copy of the thesis/dissertation and one (1) copy of a compact disc (CD) containing the thesis in PDF format to the Centre for Postgraduate Studies.
- 7.5.2 All thesis/dissertation are the property of the University.

PART 8 – FINAL ASSESSMENT

8.1 Final Assessment

- 8.1.1 Final assessment for students consists of Thesis Examination and the Viva voce session.
- 8.1.2 Thesis Examination must be carried out by:
 - (a) (i) one (1) Outside Examiner and two (2) Internal Examiners for Doctoral Degree students.
 - (ii) two (2) Outside Examiners and One (1) Internal Examiner if the student is a University staff.
 - (b) One (1) External Examiner and one (1) Internal Examiner for Master's students.

- 8.1.3 Viva voce sessions must be carried out by a Viva voce Committee after the thesis examination has been done by the External Examiner and Internal Examiner in accordance with subregulation 8.1.2.

8.1A Criteria on the Appointment of Internal and External Examiners

- (a) Examiners must have an academic qualification not lesser than the Supervisor(s);
 - (b) Examiners who do not fulfil the criteria in subsection 8.1A (a) above will have to have sufficient experience in the related field and appointment is subject to approval by the Senate; and
 - (c) Examiners must be from a field relevant to the student's field of study; and
 - (d) Examiners must have already supervised a student from the equivalent level; and
 - (e) Examiners must have research experience and have produced publications in the related field.
- (a) Examiners from the industry are exempted for the criteria in subsections 8.1A (d) and 8.1A (e) above.

8.2 Viva Voce Committee

8.2.1 The Viva voce committee will consist of:

- (a) The Dean of the Centre for Postgraduate Studies or a representative appointed as the Chairperson.
- (b) An Internal Examiner and/or External Examiner as stipulated in subregulation 8.1.2.
- (c) The Dean of the Faculty/Centre/Academy or Director of Institute or a representative from where the student is registered.

8.3 Viva voce

- 8.3.1 Viva voce session will be carried out after all examination reports have been received.
- 8.3.2 Viva voce sessions can only be held if the Chairman of the Thesis Examination Committee, Dean or Director or a representative and at least one examiner are present. Supervisors are invited as observers. The Viva voce session will be managed by an appointed representative.
- 8.3.3 Viva voce sessions can only be held if members of the Viva voce committee specified in subregulation 8.2.1 are present.
- 8.3.4 -Repealed-
- 8.3.5 If the Chairperson of the Viva voce is unable to attend due to unforeseen circumstances, then the Dean for the Centre of Postgraduate Studies will appoint the new Chairperson.
- 8.3.6 The student will be given a Pass if all members of the Viva voce committee are satisfied with the student's thesis and the proficiency of the student in defending the thesis.

- 8.3.7 Students who fail to attend the Viva voce session without a valid reason will be considered to have failed that particular examination.
- 8.3.8 Repeat Viva voce session will only be allowed once (1).
- 8.3.9 Online Viva voce session is allowed with reasonable justification.

8.4 Viva voce Assessment Result

8.4.1 Notice of Viva voce Assessment result is based on the following categories:

- (a) **Pass**
The candidate is awarded Doctor/Master of Philosophy Degree. Corrections required for typography/format. The candidate must send the thesis that has been corrected and certified by the Dean of the Faculty/Centre/Academy or Director of the Institute within a maximum period of one (1) month after the date of the Viva voce.
- (b) **Pass with Minor Corrections – 3 months**
The candidate is awarded Doctor/Master of Philosophy subject to amendments/corrections made to the thesis as stated in the Panel of Examiners' Report. The candidate must submit the thesis that has been corrected and certified by the Dean of the Faculty/Centre/Academy or Director of the Institute within a maximum period of three (3) months after the date of the Viva voce.
- (c) **Pass with Major Corrections – 6 months**
The candidate is awarded Doctor/Master of Philosophy subject to amendments/corrections made to the thesis as stated in the Panel of Examiners' Report. The candidate must submit the thesis that has been corrected and certified by the Dean of the Faculty/Centre/Academy or Director of the Institute within a maximum period of six (6) months after the date of the Viva voce.
- (d) **Reassessment Without Viva Voce**
The candidate is allowed to resubmit the thesis for assessment after the candidate has made changes/corrections to the thesis as required by the Panel of Examiners' Report. The candidate must submit the thesis that has been corrected and certified by the Dean of the Faculty/Centre/Academy or Director of the Institute within a maximum period of twelve (12) months after the date of the Viva voce. The thesis **MUST** be reassessed **without** a Viva voce.
- (e) **Re-examination With Viva Voce**
The candidate is allowed to resubmit the thesis for assessment after the candidate has made changes/corrections to the thesis as required by the Panel of Examiners' Report. The candidate must submit the thesis that has been corrected and certified by the Dean of the Faculty/Centre/Academy or Director of the Institute within a maximum period of twelve (12) months after the date of the Viva voce. The thesis **MUST** be reassessed and the candidate will need to **sit** for a Viva voce.
- (f) **Fail**
The candidate is not eligible for the award of a Doctor/Master of Philosophy and is not allowed to resubmit their thesis.

8.4.2 For students who received a Reassessment Without Viva Voce and need to go through a Special Committee Meeting for Reassessment of Thesis will only receive a Pass or Fail result.

8.5 Appeal Against Viva voce Result

- 8.5.1 An appeal against the Viva voce result can only be made if the student is not satisfied with the results and valid reasons must be presented.
- 8.5.2 -Repealed-
- 8.5.3 Appeals must be presented to the Dean of the Centre for Postgraduate Studies within 30 days after the date of the first Viva voce Session.
- 8.5.4 The decision of the appeal is final.

PART 9 – STUDY STATUS

9.1 Study Status (By Research)

Study status is categorised as follows:

- 9.1.1 "Deferment of Study" Students who have been approved to defer according to regulation.
- 9.1.2 "Deferment of Study (Health Problems)" Students who have been approved for deferment due to health problems according to regulation 4.4.
- 9.1.3 "Suspension of Study (Did Not Register for Course) Students suspended from studies according to regulation 4.5.
- 9.1.4 "Withdrawal from Study" Students who withdraw from studies.
- 9.1.5 "Failed and Discontinued" Failed and is terminated from studies:
 - (a) If the student fails the thesis assessment according to subregulation 8.4.1 (f).
 - (b) If the student fails to make corrections and submit the thesis in the time period as specified in subregulation 7.4.3.
 - (c) If the student obtains a Conditional Pass status for two (2) consecutive semesters.
- 9.1.6 "Suspended (Discipline)" is suspended from studies:
 - (a) If the student did not register for two (2) consecutive semesters (subregulation 4.2.6).
 - (b) If the student fails to complete their studies in the specified time period.
 - (c) If the student is expelled from the University according to the Universiti Malaysia Sabah Regulations (Students' Discipline) 1999 (P.U.A 210).

PART 10 – REACTIVATION OF STUDENT STATUS

10.1 Reactivation of Student Status (REPEALED)

10A.1 Appeal for Continuation of Study

10A.1.1 Students who are given 'terminated from studies' status according to subregulation 4.2.6 or subregulation 9.1.5 or 9.1.6 may appeal to continue their studies and must pay:

- (a) A processing fee of RM300 upon application.
- (b) Fees for unregistered semester(s).

10A.1.2 In reference to subregulation 10A.1.1 above students may only appeal once (1) for the duration of their studies.

10A.1.3 Result of the appeal made by student is subject to approval by JKP.

10A.1.4 The decision of JKP under subregulation 10A.1.3 is final and further appeal shall not be considered.

PART 11 - CONFERMENT OF DEGREE

11.1 Criteria on Conferment of Degree

11.1.1 Students are eligible to be conferred a degree after all requirements for graduation in the Postgraduate Study have been fulfilled, including the following:

- (a) Fulfilled the requirements stipulated by the Centre for Postgraduate Studies.
- (b) Passed the Oral Examination (Viva voce) which has been certified by JKP and confirmed by the Senate.
- (c) Submitted a hardcover thesis and one (1) copy in the form of a compact disc within the period specified by the Committee for the Oral Examination (Viva voce).
- (d) Settled all fees and liabilities to the University during the period of study.
- (e) Fulfilled regulation 7.5 (Submission of Final Thesis).
- (f) Master's Degree students must produce at least:
 - i. Science - one (1) indexed Scopus/WoS/ERA article (with at least "accepted" status);
 - ii. Non-science - one (1) indexed Scopus/WoS/ERA article (with at least "accepted" status); and
 - iii. Presentation (oral/poster) at any conference.
- (g) Doctoral Degree Students must produce at least:
 - i. Science - two (2) indexed Scopus/WoS/ERA article (with at least "accepted" status);

- ii. Non-science - one (1) article in MyCite and one (1) indexed Scopus/Wos/ERA article (with at least "accepted" status); and
 - iii. Presentation (oral/poster) at any conference.
- (h) The above conditions must be fulfilled by the student by sending the documents as proof when submitting the Submission of Thesis/Dissertation after Correction Form for the purpose of graduation.

11.1.2 Subregulation 11.1.1(f) and 11.1.1(g) will only apply to students starting from the Semester 2 Session 2020/2021 intake.

11.2 Conditions on Awarding of Posthumous Degree (REPEALED)

11A.2 Aegrotat and Anumerta Academic Award

11A.2.1 For the purpose of this regulation:

- (a) Aegrotat (Compassionate) award refers to the granting of 'study completed' status and academic conferment without distinction of class to student who becomes permanently disabled.
- (b) Anumerta (Posthumous) award refers to the granting of 'study completed' status and academic conferment without distinction of class to a deceased student.

11A.2.2 Students may be given the Aegrotat or Anumerta 'study completed' status subject to the following conditions:

- (a) Obtained a 'Pass' status in the final semester before death or permanent disability; and
- (b) Passed at least 75% of the overall credit for their programme.
- (c) Have submitted their draft thesis for Viva voce assessment.

11A.2.3 The Senate may grant exceptions to the conditions in subregulation 11A.2.2.

CHAPTER C – POSTGRADUATE STUDY BY COURSEWORK

PART 12 - ADMISSION TO UNIVERSITY

12.1 Admission Requirements for Postgraduate Diploma

- 12.1.1 Candidates who wish to apply for Postgraduate Diploma programmes must fulfill the following conditions:
- (a) Passed a Bachelor's degree in a related field from any Institution of Higher Learning certified by the Senate and with a minimum CGPA of 2.50; or
 - (b) Passed a Bachelor's Degree in a related field but did not achieve the minimum CGPA of 2.50, may be accepted subject to a minimum of five (5) years working experience in a relevant field; or
 - (c) Other conditions stipulated by the Faculty/Centre/Academy/Institute approved by the Senate.

12.2 Admission Requirements for Master's Degree by Coursework

- 12.2.1 Candidates who wish to apply for Master's Degree programmes must fulfill the following conditions:
- (a) Passed a Bachelor's degree in a related field from any Institution of Higher Learning certified by the Senate and with a minimum CGPA of 2.50; or
 - (b) Passed a Bachelor's Degree in a related field but did not achieve the minimum CGPA of 2.50, may be accepted subject to a minimum of five (5) years working experience in a relevant field; or
 - (ba) Passed a Bachelor's Degree with a minimum of 2.50 in an unrelated field or working experience not relevant to the applied field, candidates must pass a prerequisite course determined by the Faculty/Centre/Academy/Institute with admission CGPA based on the above subregulations 12.2.1 (a) and (b); or
 - (c) Passed APEL (subject to programmes approved by MQA); or
 - (d) –Repealed-
- 12.2.2 Candidates who wish to apply for a Master's Degree in Public Health must fulfill the following conditions:
- (a) Passed a Degree in Doctor of Medicine or its equivalent from any Institution of Higher Learning approved by the Senate and obtained a minimum CGPA of 2.50 or equivalent; and have a minimum of one year experience as a Medical officer (after graduate training) and preferably have at least one year experience in public health; or
 - (b) Passed a Degree in Doctor of Medicine (MD, MBBS) or its equivalent from any Institution of Higher Learning approved by the Senate (Level 6, KKM); and obtained a CGPA of less than 2.50 and a minimum of five (5) years working experience (including graduate training) or its equivalent.

12.3 Admission Requirements for Master's Degree Mixed Mode (REPEALED)

12.4 Admission Requirements for Doctor of Philosophy Mixed Mode (REPEALED)

12.5 Language Requirements

12.5.1 International candidates from countries where English is not the primary medium of instruction must meet at least the following requirements:

- (a) Band 5 in the IELTS (International English Language Testing System) English Language test or obtained a score of 500 (written)/42 (online) in the TOEFL (Test of English as a Foreign Language); or
- (b) Must attend the Certificate in Progressive English Programme (PEP) for six (6) months with a time limit of a maximum period of two (2) years and Passed MUET band 3; or
- (c) -Repealed-
- (d) MUET Band 3

12.5.2 Subregulation 12.5.1 is exempted for candidates who obtained a Bachelor's Degree from an institution of higher learning that uses English as the primary language of instruction with a condition that the candidate submit supporting documents from their respective institution of higher learning.

12.5.3 International candidates who obtained a degree from any university in Malaysia are exempted from subregulation 12.5.1

12.5.4 Subregulation 12.5.1 is also exempted for international candidates applying for the Master's Degree in Public Health programme from countries that do not use English as the primary language of instruction. Candidates must score at least Band 6 in the IELTS (International English Language Testing System-Academic) English Language test or obtained a score of 550 (Written) or equivalent (online) in the TOEFL (Test of English as a Foreign Language).

12.6 Conditional Admission

12.6.1 Candidates may be offered a conditional admission if they do not fulfill regulations 12.1 or 12.2 or 12.3 but are in their final semester of undergraduate studies subject to their CGPA and that their equivalent final qualification results fulfill the admission requirements.

12.6.2 Candidates who are offered a conditional admission will be given full admission offer after they have shown proof that they have fulfilled regulations 12.1 or 12.2 or 12.3 or 12.4 before or on registration day.

12.6.3 Conditional admission offer will be revoked if the candidate fails to submit the required proof of eligibility within the stipulated time period.

12.7 Admission Offer Validity Period

12.7.1 The admission offer is only valid for the semester it offers.

12.7.2 Offers for candidates who fail to register will be automatically revoked and a new application for admission is required.

PART 13 - PROGRAMME STRUCTURE

13.1 Course Components

13.1.1 Students must attend the required courses as stipulated in their study programme consisting of:

- (a) Faculty Core Courses; or
- (b) Programme Core Courses; or
- (c) Minor Courses; or
- (d) Elective Courses.

13.1.2 The ratio of courses and research that students must attend for the Postgraduate programme is as follows:

- (a) Postgraduate Diploma (100% Coursework).
- (b) Doctoral Degree and Master's Degree by Coursework (ratio of Coursework:Research is in the range of 70:30).
- (c) -Repealed-

13.2 Duration of Study Permitted

13.2.1 Subject to the confirmation and approval given by the Malaysian Qualifications Agency, the period of study permitted is as stated in the table below but does not apply to the Master of Public Health Degree:

Level of Study	Full time		Part time	
	Minimum	Maximum	Minimum	Maximum
Postgraduate Diploma	2 semesters	4 semesters	3 semesters	6 semesters
Master's Degree	2 semesters	6 semesters	4 semesters	8 semesters
Doctoral Degree	6 semesters	10 semesters	8 semesters	12 semesters

13.2.2 Failure to complete their studies within the stipulated time will result in the status of the student being terminated without written notice from the University.

13.3 Total Credit Hours Required to Graduate

13.3.1 Students must Pass a portion of the credit hours according to the programme structure as stipulated by the Senate:

- (a) Postgraduate Diploma minimum 30 credit hours.
- (b) Master's Degree minimum 40 credit hours.
- (c) Doctoral Degree minimum 80 credit hours.

PART 14 - REGISTRATION

14.1 Admission

14.1.1 Candidates who have been offered must register within the period stipulated by the University.

14.1.2 International students are only allowed to register under Full Time mode.

14A.1 Current Students

14A.1.1 Students who register in Week 3 and Week 4 must pay a fine of RM200 for late registration.

14.2 Course Registration

14.2.1 It is compulsory for students to pay fees and register for their course at each semester within two (2) weeks from the registration date set by the University.

14.2.1A Students who failed to do so must pay RM50 for each course that they wish to register for after obtaining approval from the relevant Dean of the Faculty/Centre/Academy or Director of Institute.

14.2.2 Students who failed to register within the stipulated period will be given a 'Suspension of Study' status.

14.2.3 Students are responsible for checking their course registration each semester and doing corrections within the stipulated time.

14.2.4 All registered courses for a semester will be revoked if the students have been given the approval to defer their studies for the respective semester according to regulation 14.12.

14.2.5 -Repealed-

14.2.6 Current students are not allowed to register for the next semester until all outstanding fees are settled.

14.2.7 Students who do not register after the fourth week of each semester will be given a 'Suspension of Studies' status without prior written notice from the University.

14.2.8 Students who do not register for two (2) consecutive semesters will be terminated from studies without prior written notice from the University.

14.2.9 -Repealed-

14.3 Pre-requisite Course

14.3.1 -Repealed-

14.3.2 Prerequisite course results are not taken into account to determine the grade point average for the student.

14.4 Malay Language Course (REPEALED)

14.5 Audit Course

14.5.1 Students may register to attend any audit courses.

14.5.2 Audit courses are not taken into account when calculating the grade point average.

14.5.3 Students who attend an audit course must fulfill the regulations related to lecture attendance, examinations and etc.

14.6 Late Registration (REPEALED)

14.7 Credit Hours

14.7.1 Students may apply to register for the number of credit hours in a semester as per the table below:-

Level of Study	Mode of Study			
	Full time		Part time	
	Minimum	Maximum	Minimum	Maximum
Postgraduate Diploma	8 credit hours	16 credit hours	6 credit hours	10 credit hours
Master's Degree	9 credit hours	20 credit hours	6 credit hours	12 credit hours
Doctoral Degree	10 credit hours	20 credit hours	8 credit hours	14 credit hours

14.7.2 The credit limit calculation for the purpose of registration does not include Dissertation/ Research Project/ Practicum/ Internship/Teaching Practise.

14.8 Add and/or Drop Courses

14.8.1 Students may apply to drop and/or add any courses registered in the respective semester from Week 2 to Week 4 of each semester.

14.9 Withdrawal from Course

14.9.1 Students can apply to withdraw from any course registered in the respective semester from Week 5 to Week 8 of that semester. Fees will not be refunded for such cases.

14.10 Short Semester

14.10.1 Students are only allowed to register for not more than nine (9) credit hours.

14.10.2 Dropping and/or adding courses during the short semester is not allowed.

14.11 Repeat Courses

14.11.1 Students are allowed to register for repeat courses if:

- (a) The student fail any course that they have taken; or
- (b) They achieved a Grade B- or C+ for courses they have taken to improve the course grade and only once during the period of study.

14.11.2 Students are allowed to replace the respective course with another course if it is an elective course.

14.11.3 Subregulation 14.11.1 and subregulation 14.11.2 are not applicable for students of Master in Public Health Degree and the Doctor of Public Health Degree.

14.12 Deferment of Study

14.12.1 Application for deferment may be made before the start of the new semester or not later than Week 2 of the deferred semester. Applications made after Week 2 will only be considered for matters related to health on condition that it is confirmed by a Panel Doctor appointed by the University or any government hospital or other valid reasons.

14.12.2 Application for deferment must be supported by the Dean of the Faculty/Centre/Academy or Director of Institute with approval from the Dean at the Centre for Postgraduate Studies UMS External Centre.

14.12.3 Students are not allowed to defer their studies for more than two (2) consecutive semesters for the duration of the study period unless for matters related to health on condition that it is confirmed by a Panel Doctor appointed by the University or any government hospital or other valid reasons.

14.12.4 Approval for deferment of studies will be based on each semester's application.

14.12.4A Students who have paid their course fees for the current semester but have been given approval to defer their studies for that semester will have their course fees brought forward to the next semester.

14.12.5 Students whose deferment of studies have been approved will be considered as non-active students for the respective semester and will not be eligible to use any facilities at the University except to seek advice to continue their studies.

14.12.6 The deferment will not be taken into account in the calculation of the student's duration of study as specified in regulation 13.2.

14.13 Suspension of Study

14.13.1 Students will be given suspension of study status if they:

- (a) Failed to register for any semester in the stipulated time; or
- (b) Found guilty by the University Student Disciplinary Committee and sentenced under Regulation 48(d) Universiti Malaysia Sabah Regulations (Student Discipline) 1999 (P.U.(A) 210/1999).
- (c) Found in violation of subsection 15D(1) and (7) of the University and College University Act 1971 (Act 30).

14.13.2 The period of suspension of study is taken into account when calculating the student's duration of study as stipulated in regulation 13.2.

14.13.3 Student given a suspension of study status under subregulation 14.13.1(a) must activate their status in the following semester by paying a processing fee of RM200.

14.13.4 -Repealed -

14.14 Change of Mode of Study

14.14.1 Students may apply to the Dean of the Faculty/Centre/Academy or Director of Institute and inform the Dean of the Centre for Postgraduate Studies to change their mode of study from full time to part time or vice versa. This application is only allowed once throughout the duration of the study.

14.14.2 Approval to the application is subject to the maximum remaining period of study for the type of mode of study applied.

14.14.3 -Repealed-

14.15 Change of Study Programme

14.15.1 Students may apply for a Change of Study Programme in the first semester.

14.15.2 Approval for the change of programme of study is subject to the approval of JKP.

14.15.3 Application can only be made once throughout the course of study except for other reasons as stipulated by JKP.

PART 15 - CREDIT TRANSFER

15.1 Application for Credit Transfer

15.1.1 -Repealed-

15.1.2 Students may apply for credit transfer if they fulfill the following criteria:

- (a) For students who have moved to the University:

- i. Courses must be at Degree level and in an equivalent programme for credit transfer; and
 - ii. Obtained at least a Grade B for courses that were taken at Degree level and only programmes that are equivalent.
 - (b) Students who are changing their programmes must obtain at least a Grade B for related courses.
 - (c) Students who are involved in an outbound mobility programme can apply for credit transfer for courses that are equivalent to the courses they are to enrol in.
- 15.1.3 Credit transferable courses must be from programmes that have been accredited by MQA and listed in MQR.
- 15.1.4 Applications must be submitted within the first four (4) weeks of the first semester of their studies at the University.
- 15.1.5 Contents from the previous course taken must be at least 80% equivalent to the University course under transfer consideration.
- 15.1.6 The total number of transferable credits shall not exceed one-third ($\frac{1}{3}$) of the total number of credits of the course pursued at the University.
- 15.1.7 Notwithstanding anything stipulated in subregulation 15.1.6, there is no limit to the number of credit hour transfers that can be approved for students who interchange within the University but subject to the credit transfer requirements in subregulation 15.1.2(b).
- 15.1.8 Each application for transfer of credit hours is subject to a processing fee of RM300 for each course.

PART 16 - FEES

16.1 Payment

- 16.1.1 It is compulsory for students to pay all relevant fees at each semester.
- 16.1.2 All fees must be paid during registration.
- 16.1.3 -Repealed-
- 16.1.4 Total fees are subject to change from time to time without prior notice from the University.

16.2 Refund

16.2.1 Refunds for applications to withdraw from studies are subject to the schedule below:

Bil.	Item	Withdrawal period	
		First 2 weeks of the semester	After 2 weeks of the semester
1.	Registration fees, Student Card Insurance and Society Fees	Expired	Expired
2.	Study Fees	Refunded	Expired

PART 17 - ASSESSMENT AND EXAMINATION

17.1 Assessment

17.1.1 Each course conducted must have a continuous assessment method and/or final examination.

17.1.2 Assessment for each course is carried out continuously according to the coursework, final examination and other forms made in a study semester according to methods determined by the Faculty/Centre/Academy/Institute subject to JKP approval.

17.1.3 Assessment for dissertation/research projects/practicum/internship/teaching practise is according to the methods determined by the Faculty/Centre/Academy/Institute and subject to JKP approval.

17.1.4 Courses assessed based on coursework together with the final semester examination, the coursework weightage shall not be less than 50% of the total marks, while the weightage value for the final examination shall not be less than 30% and not more than 50%.

17.1.5 Each dissertation/research projects/practicum/internship/teaching practise will be assessed by at least two (2) Examiners including the supervisor for the student's Master's Degree by Coursework.

17.1.6 -Repealed-

17.1.7 -Repealed-

17.2 Examination Requirements

17.2.1 The Dean of the Faculty/Centre/Academy or the Director of Institute may prevent a student from sitting for an examination if the student does not attend lectures in excess of 30% of the total attendance set without the permission of the Dean of the Faculty/Centre/Academy or Director of Institute.

17.2.2 The Senate may determine the manner and method in which the examination should be conducted.

17.3 Postponement of Final Examination

- 17.3.1 Students who experience health problems during the final semester examination may apply for postponement of examination from the relevant Dean of the Faculty/Centre/Academy or Director of Institute. The application must be made within forty eight (48) hours after the examination was conducted. The application must include a letter of confirmation from a Medical Officer of the University or Government Hospital.
- 17.3.2 Parents or next-of-kin of student suffering from a critical illness during the final examination may apply for a Postponement of Examination on behalf of the student by enclosing a letter of certification from a Medical Officer of the University or Government Hospital to the relevant Dean of the Faculty/Centre/Academy or Director of Institute.

17.4 Replacement Examination

- 17.4.1 In the case of deferment under regulation 17.3, the Faculty/Centre/Academy/Institute will conduct a replacement examination at an appropriate date.
- 17.4.2 If the student is still unable to attend the replacement examination on the scheduled date without a valid reason, then the student will be given a grade F for the respective course(s) and will be required to reregister for the said course(s).

17.5 Dissertation/Research Project/Practicum/Internship/Teaching Practice Submission

- 17.5.1 Students who fail to submit a Dissertation Submission/Research Project/Practicum/Internship/Teaching Practice on the due date will be given a Grade F or Fail.
- 17.5.2 Students must reregister for the course and will only be allowed to do so once in the course of study.

17.5A Writing a Dissertation

- 17.5A.1 Students must write a dissertation in accordance with the Thesis Submission and Writing Guidelines/Dissertation UMS Style currently used by Universiti Malaysia Sabah.
- 17.5A.2 Assessment on the Dissertation is subject to the Guidelines at the respective Faculty/Centre/Academy/ Institute.

17.6 Assessment Results and Final Examination

- 17.6.1 After confirmation by JKP, student will be informed of:
- (a) Grade results for each course.
 - (b) SGPA and CGPA.
 - (c) Study status for each semester.

17.7 Course Grade Review

- 17.7.1 Student may apply for a course grade review from the Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered, within two (2) weeks of the announcement of examination results.
- 17.7.2 Each application for review is subject to a processing fee of RM100 per course.
- 17.7.3 An examination committee will be formed for the purpose of a course grade review.
- 17.7.4 The Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered must form an Examination Committee comprising:
- (a) The Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered as the chairperson or Deputy Dean who performs academic functions when the Dean is unable to carry out duties or has a vested interest in the paper that is being reviewed.
 - (b) Head of Programme/Coordinator of the course taken.
 - (c) One (1) member appointed by the Dean or Director; and
 - (d) The original examiner of the course.
 - (e) Assistant Registrar of the Faculty/Centre/Academy/Institute as Secretary.
- 17.7.5 The Examination Committee must review the calculation of the overall marks of the student's assessment (projects, quizzes, assignments, mid-semester examinations, etc.) including the final examination answer scripts.
- 17.7.5A The Examination Committee must review all Dissertation/Research Projects/Final Examination Script content.
- 17.7.6 The Senate's decision with regard to the application for course grade review is final.

PART 18 - GRADE POINT AND STATUS

18.1 Grade and Grade Point

- 18.1.1 Examination for all registered courses within a semester will be given a grade point.
- 18.1.2 Grade and Grade Point given for courses are as follows:

GRADE	GRADE POINT	PERCENTAGE	STATUS
A	4.00	80 – 100	Pass with distinction
A-	3.67	75 – 79	Pass with credit
B+	3.33	70 – 74	Pass
B	3.00	65 – 69	
B-	2.67	60 – 64	
C+	2.33	55 – 59	
F	0.00	0 – 54	Fail

- 18.1.3 The Senate may determine a different grade and grade point than those stated in the table above in accordance with sub-regulation 18.1.2 subject to the requirements of the programme.
- 18.1.4 Subject to the provisions of this Regulation, a student who does not complete or attend any assessment or sit for the final examination as stipulated in a course shall be given a Grade F for the entire assessment of that course.
- 18.1.5 Notwithstanding anything stated in subregulation 18.1.4, Grade and Grade Point assigned to a course for the Master in Public Health and Doctor of Public Health are as follows:

(a) Grade and Grade Point that may be given in the final examination:

GRADE	GRADE POINT	PERCENTAGE	STATUS
A	4.00	80 – 100	Pass
A-	3.67	75 – 79	
B+	3.33	70 – 74	
B	3.00	65 – 69	
B-	2.67	60 – 64	Fail
C+	2.33	55 – 59	
F	0.00	0 – 54	

(b) Grade and Grade Point for Replacement Examination:

GRADE	GRADE POINT	PERCENTAGE	STATUS
B	3.00	65-100	Pass
F	0.00	0-64	Fail

18.2 Without Grade Point Status Codes

18.2.1 The following is the status given without grade point:

SM	In Progress
U	Audit
TD	Withdrew
TP	Postponement of Examination
L/G	Pass/Fail
TL	Not Complete
X	Absent (Registered but did not attend lectures or any assessments)
XX	Disciplinary Action Process
XD	Did not send dissertation

18.2.2 The definitions of status given without point are as follows:

- (a) "SM" (In Progress) is used for thesis/dissertation/practicum/project requiring more than one semester to complete. Credit hours for these courses are calculated into the registered credit hours for a semester and not for assessment purposes. Credit hours and grade point are only taken into account for the purpose of calculating the total number of credit hours after the grade is obtained.
- (b) "U" (Audit) is given to students who registered, attended courses and sat for examinations for a respective course but the grade point is given and the symbol is recorded only if the student Passes the respective course.

- (c) "TD" (Withdrew) is given when the student withdraws from a course with the permission from the lecturer and Dean of the Faculty/Centre/Academy or Director of Institute after Week 4 to Week 8 of lectures.
- (d) "TP" (Postponement of Examination) is given to students who applied for a postponement of examinations due to health problems within 48 hours after the date of the examination. The Replacement Examination must be carried out as soon as possible based on the health of the student.
- (e) "L"/ "G" (Pass/Fail) is given to courses without grades.
- (f) 'TL' (Not Complete) is given with the permission of the Dean or Director to students who are unable to complete at least 50% of the course requirements due to valid reasons. Students are given a period of not more than two (2) weeks after the final semester examination to complete the course requirement to obtain a full assessment and grades.
- (g) "X" is given to students who registered for the course but did not attend lectures and any assessment. Respective course grades will be given a grade point of 0.00.
- (h) "XX" (Disciplinary Action) is given to students who are in the process of disciplinary action on offences for cases of academic dishonesty. If convicted, the course will be given a grade F. If proven otherwise, course grade will be given based on marks obtained.
- (i) "XD" (Did Not Submit Dissertation) is given to students who failed to submit their dissertation as stated in regulation 17.6.

Part 19 - GRADE POINT AVERAGE

19.1 Unit Calculation and Grade Point Average (GPA)

- 19.1.1 Compulsory courses as stated in regulation 14.2 will be used when calculating credit hours.
- 19.1.2 All courses will be calculated when determining the SGPA and CGPA of students.
- 19.1.3 Courses receiving a grade "F" and "XX" status will also be taken into account when determining the SGPA dan CGPA.
- 19.1.4 Generating the CGPA of students who repeat a failed course is by substituting the grade point of the original course with the new grade point, whichever is better and shall be made without changing the SGPA for the semester the original course was taken. Changes to the CGPA will be made during the semester when the repeat course is taken.

19.2 Calculation of Grade Point Average

- 19.2.1 Calculation of the SGPA Average Value is as follows:

$$\text{SGPA} = \frac{\text{Total grade point for a semester}}{\text{Total credit hours for all courses for the current semester}}$$

- 19.2.2 Calculation of CGPA Average Value is as follows:

$$\text{CGPA} = \frac{\text{Total grade point for all semesters}}{\text{Total Accumulated Credit Hours for All Semesters}}$$

PART 20 - STUDY STATUS

20.1 Study Status

20.1.1 "L" (Pass):

- (a) Students will be given a Pass status if they obtained a CGPA of 3.00 and above.
- (b) Students given a Pass status are eligible to continue their studies.

20.1.2 "LB" (Conditional Pass):

- (a) Students will be given a Conditional Pass (LB) status if they obtained a CGPA of between 2.33 and 2.99.
- (b) Students who obtained a Conditional Pass for two (2) consecutive semesters will be given a Failed and Discontinued status (GB).

20.1.3 "GB" (Failed and Discontinued):

- (a) Students will be given a Failed and Discontinued (GB) status if their status is LB over two (2) consecutive semesters.
- (b) Students will be given a Failed and Discontinued (GB) status if they obtained a CGPA of below 2.33 at any semester.
- (c) Students under Failed and Discontinued (GB) status will lose their student status and will be terminated.

20.1.4 "Postponement of Studies" Students who have been granted permission to postpone their studies according to regulation 4.4.

20.1.5 "Postponement of Studies (Health Problems)" Students who have been granted permission to postpone their studies due to health problems according to regulation 4.4..

20.1.6 "Suspension of Studies" Students who are suspended according to regulation 4.5

20.1.7 "Withdrawal from Studies" Students who withdrew from studies.

20.1.8 "Suspended (Discipline)" terminated from studies:

- (a) If the student does not register for two (2) consecutive semesters (subregulation 4.2.6).
- (b) If the student fails to complete their studies within the stipulated period.
- (c) If the student is terminated from the University in accordance with the Universiti Malaysia Sabah Regulations (Students Discipline) 1999 (P.U.A 210).

20.2 Appeal for Continuation of Study (REPEALED)

PART 20A - REACTIVATION OF STUDENT STATUS

20A.1 Appeal for Continuation of Study

20A.1.1 Student who receive a termination status in accordance with subregulation 14.2.8 or subregulation 20.1.3 or 20.1.8 may appeal for continuation of study and must pay:

- (a) An application processing fee of RM300.
- (b) Unregistered semester(s) tuition fee(s).

20A.1.2 For the purpose of subregulation 20A.1.1 above students may appeal only once (1) throughout the duration of their studies.

20A.1.3 The appeal result made by the student is subject to JKP approval.

20A.1.4 The decision made by JKP in accordance to subregulation 20A.1.3 is final and no other appeal will be considered.

PART 21 - CONFERMENT OF DEGREE

21.1 Criteria on Conferment of Degree

21.1.1 Students are eligible for conferment of Degree after they have fulfilled all conditions for the conferment of degree for Postgraduate Studies including the following;

- (a) Fulfilled all conditions stipulated by the University.
- (b) Completed the required credit hours for the programme and passed all courses as stipulated by the Faculty/Centre/Academy/Institute.
- (c) Student examination results must be confirmed by JKP and certified by the Senate.
- (d) Settled all fees and liabilities to the University during the period of study.

21.2 Conditions on Awarding of Posthumous Degree (REPEALED)

21.2A Aegrotat and Anumerta Academic Award

21.2A.1 For the purpose of this regulation:

- (a) Aegrotat (Compassionate) award refers to the granting of 'Studies completed' status and academic conferment without distinction of class to students who become permanently disabled.
- (b) Anumerta (Posthumous) award refers to the granting of 'Study completed' status and academic conferment without distinction of class to a deceased student.

21.2A.2 Students may be given the Aegrotat or Anumerta graduation status subject to the following conditions:

- (a) 'Passed' status in the final semester before death or permanent disability; and

- (b) Have passed at least 75% of the overall credit in their study programme.
- (c) Students must have obtained a CGPA of 3.00 and above for each semester throughout their period of study.

21.2A.3 The Senate may grant exemptions to the conditions set forth in subregulation 21.2A.2.

CHAPTER CA – POSTGRADUATE STUDY BY MIXED MODE

PART 21A – ADMISSION TO UNIVERSITY

21A.1 Admission Criteria for Master's Degree

21A.1.1 Candidates who wish to apply for the Master's Degree programme are required to fulfil the following conditions:

- (a) Passed Bachelor's Degree in a related field from an Institution of Higher Learning approved by the Senate and obtained a minimum CGPA of 2.75; or
- (b) Passed Bachelor's Degree with a CGPA of at least between CGPA 2.50 and not achieving a CGPA of 2.75 may be considered subject to thorough internal evaluation; or
- (c) Passed Bachelor's Degree in a related field but not achieving a CGPA of 2.50, may be considered for admission with a minimum of five (5) years of working experience in a related field; or
- (ca) Passed Bachelor's Degree with a minimum CGPA of 2.50 in an unrelated field and work experience not related to the field of study, candidate will be required to pass pre-requisite courses stipulated by the Faculty/Centre/Academy/Institute with admission CGPA in accordance with subregulations 21A.1.1 (a),(b) and (c) above
- (d) Passed APEL (subject to the programme permitted by MQA); or
- (e) –Repealed–

21A.2 Admission Criteria for Doctoral Degree

21A.2.1 Candidates who wish to apply for the Doctoral Degree programme are required to fulfil the following conditions:

- (a) Master's Degree approved by the Senate; or
- (b) Other qualifications in a field related to a Master's Degree approved the Senate.
- (c) Candidates without qualification or experience in a related field must undergo a pre-requisite course.

21A.3 Language Requirements

21A.3.1 International candidates from countries where English is not the primary medium of instructions must meet at least the following requirements:

- (a) Band 5 in the IELTS (International English Language Testing System) English Language Test or obtained a score of 500 (Written)/42 (online) in the TOEFL (Test of English as a Foreign Language); or
- (b) Must complete the Certificate in Progressive English Programme (PEP) for six (6) months to a maximum of two (2) years and passed MUET with a Band 3; or
- (c) Band 3 in the MUET exam.

- 21A.3.3 Subregulation 21A.3.1 is exempted for candidates who obtained their Bachelor's Degree from an institution of higher learning that uses English as a medium of instruction on condition that the candidate must submit supporting documents from their institution of higher learning.
- 21A.3.4 International candidates who obtained their degree from any university in Malaysia is exempted from subregulation 21A.3.1.
- 21A.3.5 Subregulation 21A.3.1 is exempted for international candidates from countries that do not use English as a medium of instruction who are applying for the Master of Public Health and Doctor of Public Health programmes, they must obtain at least Band 6 in the IELTS English Test (International English Language Testing System-Academic) or achieve a score of 550 (Written) or equivalent (online) in the TOEFL (Test of English as a Foreign Language) test.

21A.4 Conditional Admission

- 21A.4.1 Candidates may be given a conditional admission if they do not meet regulation 21A.1 but are in the final semester of undergraduate studies subject to CGPA and that the equivalent final qualification obtained meet the entry requirements.
- 21A.4.2 Candidates who are given a conditional admission will be given a full admission offer after showing proof of having complied with regulations 21A.1 or 21A.2 before or on the day of registration.
- 21A.4.3 The offer of conditional admission will be revoked if the candidate fails to submit the required proof of eligibility within the stipulated time period.

21A.5 Admission Offer Validity Period

- 21A.5.1 Admission offer is only valid for the semester it offers.
- 21A.5.2 Offers for candidates who fail to register will be automatically revoked and a fresh application for admission is required.

PART 21B - PROGRAMME STRUCTURE

21B.1 Course Component

- 21B.1.1 Students must follow courses that have been determined by their programme consisting:
- (a) Faculty Core Courses; or
 - (b) Programme Core Courses; or
 - (c) Minor Courses; or
 - (d) Elective Courses.

21B.1.2 The ratio of coursework and research that students are required to enrol for the Mixed Mode Postgraduate programme are as follows:-

- (b) Master's Degree (Coursework: Research ratio is in the range of 50:50, 40:60, 30:70).
- (c) Doctoral Degree (Coursework: Research ratio is in the range of 50:50, 40:60, 30:70).

21B.2 Duration of Study Permitted

21B.2.1 Subject to the policy and approval given by the Malaysian Qualifications Agency, the period of study permitted is as in the table below and does not apply to Master of Public Health and Doctor of Public Health Degrees:

Level of Study	Full time		Part time	
	Minimum	Maximum	Minimum	Maximum
Master's Degree	2 semesters	6 semesters	4 semesters	8 semesters
Doctoral Degree	6 semesters	10 semesters	8 semesters	12 semesters

21B.2.2 Failure to complete their studies in the period stipulated will result in a termination of the students' status without written notice from the University.

21B.3 Extension of Study

21B.3.1 Approval for extension of study is only for one (1) semester only.

21B.3.2 If a student requires an extension of more than one (1) semester with valid reasons they must refer to JKP for their consideration and approval.

21B.3.3 Failure to complete their studies in the period stipulated will result in a termination of the students' status without written notice from the University.

21B.4 Total Credit Hours Required to Graduate

21B.4.1 Students must pass a number of credit hours according to the programme structure as determined by the Senate:

- (a) Master's Degree minimum 40 credit hours.
- (b) Doctoral Degree minimum 80 credit hours.

PART 21C – REGISTRATION

21C.1 Admission

21C.1.1 Candidates who have been offered must register within the period stipulated by the University.

21C.1.2 International students are only allowed to register under Full time mode.

21C.2 Current Students

21C.2.1 Students who register in Week 3 and Week 4 must pay a fine of RM200 for late registration.

21C.3 Course Registration

21C.3.1 Students are required to pay fees and register for courses each semester within two (2) weeks from the date of registration set by the University. A fine will be imposed if students failed to do so.

21C.3.2 Students who failed to do so must pay RM50 for each course they wish to register after obtaining approval from the Dean of the respective Faculty/Centre/Academy or the Director of Institute.

21C.3.3 Students who failed to register within the stipulated period will be given the status of 'Suspension of Study'.

21C.3.4 Students are responsible for checking their course registration each semester and doing corrections within the stipulated period.

21C.3.5 All courses that have been registered in a semester will be revoked if the students have obtained an approval to defer their studies in that semester under regulation 21C.9.

21C.3.6 Current students are not allowed to register for the next semester until all outstanding fees are settled.

21C.3.7 Students who do not register after Week 4 of each semester will be given the 'Suspension of Study' status without prior written notice from the University.

21C.3.8 Students who do not register for two (2) consecutive semesters will be terminated without prior written notice from the University.

21C.3.9 Students who have submitted a dissertation for assessment do not need to register for the next semester.

21C.3.10 Students whose Viva voce results are deferred must register in that respective semester and pay the Repeat Viva voce fee (if required) and other applicable fees.

21C.4 Pre-requisite Course

21C.4.1 Results of the pre-requisite course is not calculated into when determining the grade point average of a student's course of studies.

21C.5 Audit Course

21C.5.1 Students may register for any audit course.

21C.5.2 Courses registered under audit is not calculated into when determining the grade point average.

21C.5.3 Students who undertake audit courses must fulfil the regulations pertaining to lecture attendance, examinations and etc.

21C.6 Add and/or Drop Courses

21C.6.1 Students may apply to add and/or drop any course that has been registered in the respective semester in Week 2 and Week 4 of each semester.

21C.7 Withdrawal from Course

21C.7.1 Students may apply to withdraw from any course that they have registered in the respective semester from Week 5 until Week 8 of that particular semester. Fees will not be returned in such cases.

21C.8 Repeat Courses

21C.8.1 Students are allowed to register for repeat courses if:

- (a) Students failed in any course that they have undertaken; or
- (b) Obtained a Grade B- or C+ for courses taken to improve the grade of the course and is only allowed once during the period of study.

21C.8.2 Students are allowed to replace a course with another course if the course is an elective course.

21C.8.3 Subregulation 21C.8.1 and subregulation 21C.8.2 are not applicable to students in the Master in Public Health and Doctor of Public Health programmes.

21C.9 Deferment of Study

21C.9.1 An application for deferment may be made before the new semester begins or latest in Week 2 of the deferred semester. Applications made after Week 2 will only be considered due to health reasons provided it is certified by a Panel Doctor appointed by the University or any government hospital or for other reasonable causes.

21C.9.2 The application for deferment must be supported by the Dean of the Faculty/ Centre/Academy or Director of Institute for the approval of the Dean of the Centre for Postgraduate Studies.

21C.9.3 Students are not allowed to defer their studies for more than two (2) consecutive semesters during the period of study except for health reasons provided it is certified by a Panel Doctor appointed by the University or any government hospital or for other reasonable reasons.

21C.9.4 Approval for deferment of studies is based on applications made each semester.

21C.9.5 Students who have paid their course fees for the current semester but have been approved to defer their studies for that semester will have their course fees brought forward to the next semester.

21C.9.6 Students who have been given approval to defer their studies are considered as non-active students for that semester and are not permitted to use any facilities provided by the University except to seek the advice to resume their studies.

21C.9.7 This deferment is not taken into account when calculating the student's period of study as stipulated in regulation 21B.2.

21C.10 Suspension of Study

21C.10.1 Students will be given a 'suspension of study' status if:

- (a) They failed to register at any semester in the stipulated time period; or
- (b) Found guilty by the University Student Disciplinary Committee and sentenced under Regulation 48 (d) of the Universiti Malaysia Sabah Regulations (Student Discipline) 1999 (P.U. (A) 210/1999);
- (c) Found in violation of subsections 15D (1) and (7) of the Universities and University Colleges Act 1971 (Act 30).

21C.10.2 The period of suspension of study is taken into account in the calculation of the student's duration of study as stipulated in regulation 21B.2.

21C.10.3 Student given a suspension of study status under subregulation 21C.10.1 (a) must activate their status in the following semester by paying a processing fee of RM200.

21C.11 Change of Mode of Study

21C.11.1 Students may apply to the Dean of the Faculty/Centre/Academy or the Director of Institute and inform the Dean of the Centre for Postgraduate Studies to change the mode of study from full time to part time or vice versa. This application is only allowed once during the period of study.

21C.11.2 Approval of the application is subject to the remaining maximum period of study for the mode of study applied for.

21C.11.3 Application must be made up to a period of two (2) weeks from the date the semester begins.

21C.12 Change of Study Programme

21C.12.1 Students may apply for a Change of Study Programme no later than Week 2 of semester 1.

21C.12.2 Approval for a change of programme is subject to the consent from the Postgraduate Studies Committee.

21C.12.3 Applications can only be made once throughout the study period unless for other reasons recommended by the Postgraduate Studies Committee.

PART 21D – CREDIT TRANSFER

21D.1 Application for Credit Transfer

21D.1.1 Students may apply for credit transfer if they fulfill the following criteria:

- (a) For students transferring to the University;
 - i. Courses for credit transfer must be those undertaken at Degree level and in an equivalent programme; and
 - ii. obtained at least a Grade B on courses that were undertaken at Degree level and must be equivalent programme.
- (b) Students who changed their programmes must obtain at least a Grade B for the relevant courses.
- (c) Students involved in an outbound mobility programme may apply for credit transfer for courses that are equivalent to the courses they are to enrol in.

21D.1.2 Credit transferable courses must be from programmes that have been accredited by MQA and listed in MQR.

21D.1.3 Application must be submitted within the first four (4) weeks of the first semester of studies at the University.

21D.1.4 Contents of the previous course taken must be at least 80% equivalent to the University course under transfer consideration.

21D.1.5 The total number of transferable credits shall not exceed one-third ($\frac{1}{3}$) of the total number of credits of the course pursued at the university.

21D.1.6 Notwithstanding anything stipulated in subregulation 21D.1.5, there is no limit to the number of credit hour transfers that may be approved for students who interchanged within the University but subject to the credit transfer requirements of subregulation 21D.1.1 (b).

21D.1.7 Each application for transfer of credit hours is subject to a processing fee of RM300 for each course.

PART 21E – FEES

21E.1 Payment

21E.1.1 It is compulsory for students to pay all relevant fees at each semester.

21E.1.2 All fees must be paid during registration.

21E.1.3 Total fees are subject to change from time to time without prior notice from the University.

21E.2 Refund

21E.2.1 Refund of fees for withdrawal from studies is subject to the schedule below:

Bil.	Item	Period of Withdrawal	
		First 2 weeks of semester	After 2 weeks of semester
1.	Registration fees, Student Insurance Card and Society Fees	Expired	Expired
2.	Course Fees	Refunded	Expired

PART 21F – SUPERVISION

21F.1 Category of Supervision

21F.1.1 Category of supervision covers:

- (a) Individual Supervision - when only one supervisor is appointed, or
- (b) Co-supervision - One main supervisor and one or more co-supervisors

21F.1.2 The appointment of Supervisors must be confirmed by the Faculty/Centre/Academy/Institute.

PART 21G – ASSESSMENT AND EXAMINATION

21G.1 Assessment

21G.1.1 Each course conducted must have a continuous assessment method and/or final examination.

21G.1.2 Assessment for each course is carried out continuously according to the coursework, final examination and other forms made in a study semester according to methods determined by the Faculty/Centre/Academy/Institute and subject to JKP approval.

21G.1.3 Assessment for Dissertation/Research Project/Practicum/Internship/Teaching Practice is according to the method determined by the Faculty/Centre/Academy/Institute.

21G.1.4 For courses assessed based on coursework together with the final semester examination, the coursework weightage shall not be less than 50% of the total marks, while the weightage value for the final examination shall not be less than 30% and not more than 50%.

21G.1.5 The Oral Examination to defend the Dissertation shall be carried out before the Viva Voce Committee.

21G.2 Examination Requirements

21G.2.1 The Dean of the Faculty/Centre/Academy or the Director of Institute may prevent a student from sitting for an examination if the student did not attend lectures in excess of 30% of the total attendance set without the permission of the Dean of the Faculty/Centre/Academy or the Director of Institute.

21G.2.2 The Senate may determine the manner and method for a final examination to be conducted.

21G.3 Postponement of Final Examination

- 21G.3.1 Students who experience health problems during the final semester examination may apply for postponement of examination from the relevant Dean of the Faculty/Centre/Academy or Director of Institute. The application must be made within forty eight (48) hours after the examination was held. The application must include a letter of confirmation from a Medical Officer of the University or Government Hospital.
- 21G.3.2 The student's parents or next of kin may apply for a Postponement of Examination on behalf of the student who is suffering from a critical illness during the final examination with a letter of certification from a Medical Officer of the University or Government Hospital to the relevant Dean of the Faculty/Centre/Academy or Director of Institute within an acceptable time frame.

21G.4 Replacement Examination

- 21G.4.1 In the case of deferment under regulation 21G.3, the Faculty/Centre/Academy/Institute shall determine an appropriate date for the replacement examination.
- 21G.4.1 If the student is still unable to attend the replacement examination on the scheduled date without a valid reason, then the student will be given a grade F for the respective courses and are required to re-register for the courses.

21G.5 Writing a Dissertation

- 21G.5.1 Students must write a dissertation in accordance with the Thesis Submission and Writing Guidelines/Dissertation UMS Style currently used by Universiti Malaysia Sabah.
- 21G.5.2 Dissertation Assessment is subject to the Guidelines at the respective Faculty/Centre/Academy/Institute.

21G.6 Submission of Dissertation

- 21G.6.1 Students who failed to submit the Teaching Practise Dissertation on the due date will be given a Grade F or Fail.
- 21G.6.2 Students are required to re-register for the said course and are only allowed once during the study period.

21G.7 Assessment Results and Final Examination

- 21G.7.1 After confirmation from JKP, the student will be informed of their:
- (a) grades for each course
 - (b) SGPA and CGPA
 - (c) study status for each semester

21G.8 Course Grade Review

- 21G.8.1 Students can apply for a course grade review from the Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered, within two (2) weeks of the announcement of examination results.
- 21G.8.2 Each application for review is subject to a processing fee of RM100 per course.
- 21G.8.3 An examination committee will be formed for the purpose of a course grade review.
- 21G.8.4 The Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered must form an Examination Committee comprising:
- (a) The Dean of the Faculty/Centre/Academy or Director of Institute where the course is offered as the chairperson or Deputy Dean who performs academic functions when the Dean is unable to carry out duties or has a vested interest in the paper to be reviewed.
 - (b) Head of Programme/Coordinator of the course undertaken.
 - (c) One (1) other member appointed by the Dean or Director; and
 - (d) The original examiner for the course.
 - (e) Assistant Registrar of the Faculty/Centre/Academy/Institute as Secretary.
- 21G.8.5 The Examination Committee must review the calculation of the overall marks of the student's assessment (projects, quizzes, assignments, mid-semester examinations, etc.) including the final examination answer scripts.
- 21G.8.6 The Examination Committee must review all Dissertation/Research Projects/ Final Examination Script content.
- 21G.8.7 The Senate's decision with regard to the application for course grade review is final.

PART 21H – GRADE POINT AND STATUS

21H.1 Grade and Grade Point

- 21H.1.1 Examination for all courses registered in the semester shall be given a grade point.
- 21H.1.2 Grade and Grade Point given to the course are as follows:

GRADE	GRADE POINT	PERCENTAGE	STATUS
A	4.00	80 – 100	Pass with distinction
A-	3.67	75 – 79	Pass with credit
B+	3.33	70 – 74	Pass
B	3.00	65 – 69	
B-	2.67	60 – 64	
C+	2.33	55 – 59	
F	0.00	0 – 54	Fail

21H.1.3 The Senate may determine grade and grade point different to those stated in the table above in accordance with subregulation 21H.1.2 depending on the requirements of the programme.

21H.1.4 Subject to the provisions of this Regulation, a student who does not complete or attend any assessment or sit for the final examination as stipulated in a course shall be given a Grade F for the entire assessment for that course.

21H.1.5 Notwithstanding anything stipulated in subregulation 21H.1.4, Grade and Grade Point designated to a course for the study of Master in Public Health and Doctor of Public Health are as follows:

(a) Grade and Grade Point that may be given in the final examination;

GRADE	GRADE POINT	PERCENTAGE	STATUS
A	4.00	80 – 100	Pass
A-	3.67	75 – 79	
B+	3.33	70 – 74	
B	3.00	65 – 69	
B-	2.67	60 – 64	Fail
C+	2.33	55 – 59	
F	0.00	0 – 54	

(b) Grade and Grade Point for Replacement Examination:

GRADE	GRADE POINT	PERCENTAGE	STATUS
B	3.00	65-100	Pass
F	0.00	0-64	Fail

21H.2 2. Without Grade Point Status Code

21H.2.1 The following are status given without any grade point:

SM	In Progress
U	Audit
TD	Withdrew
TP	Postponement of Examination
L/G	Pass/Fail
TL	Not Complete
X	Absent (Registered but did not attend lectures or any assessments)
XX	Under Disciplinary Action
XD	Did not send dissertation

21H.2.2 The definition of status given without grade point are as follows:

(a) "SM" (In Progress) is used for thesis/dissertation/practicum/project courses requiring more than one semester to complete. Credit hours for these courses are counted to calculate the registered credit hours for the semester and not for assessment

purposes. Credit hours and grade point are only taken into account for the purpose of calculating the total number of credit hours after the grade is obtained.

- (b) "U" (Audit) is given to students who have registered, attended courses and sat for examinations for a respective course but given a grade point and the symbol is recorded only if the student Passes the respective course.
- (c) "TD" (Withdrew) is given when the student withdraws from a course with the permission of the lecturer and Dean of the Faculty/Centre/Academy or Director of Institute after Week 4 until Week 8 of lectures.
- (d) "TP" (Postponement of Examination) is given to students who have applied for a postponement of examination due to health problems within 48 hours after the date of the examination held. The Replacement Examination must be carried out as soon as possible based on the health of the student.
- (e) "L"/ "G" (Pass/Fail) is given to courses without a grade.
- (f) 'TL' (Not Complete) is given with the permission of the Dean or Director to students who are unable to complete at least 50% of the course requirements with valid reasons. Students are given a period of not more than two (2) weeks after the final semester examination to complete the course requirement to obtain a full assessment and grade.
- (g) "X" (Absent) is given to students who registered for a course but did not attend lectures and any assessment. A grade point of 0.00 for the course shall be given.
- (h) "XX" (Under Disciplinary Action) is given to students who are in the process of disciplinary action on offenses for cases of academic dishonesty. If convicted, the course will be given a grade F. Otherwise, a course grade shall be given based on marks obtained.
- (i) "XD" (Did Not Submit Dissertation) is given to students who failed to submit their dissertation as stipulated in regulation 21G.6.

PART 21I – GRADE POINT AVERAGE

21I.1 Unit Calculation and Grade Point Average (GPA)

- 21I.1.1 Compulsory courses as stipulated in regulation 21C.3 shall be used when calculating for credit hours.
- 21I.1.2 All courses shall be taken into account when determining the SGPA and CGPA.
- 21I.1.3 Courses receiving a grade "F" and "XX" status shall also be taken into account when determining SGPA and CGPA.
- 21I.1.4 Generating the CGPA of students who repeat a failed course is by substituting the grade point of the original course to the new grade point, whichever is greater and shall be made without changing the SGPA for the semester the original course was taken. Changes to the CGPA will be made during the semester when the repeat course is taken.

21I.2 Calculation of Grade Point Average

21I.2.1 Calculation of the SGPA Average Value is as follows:

$$\text{PNGS} = \frac{\text{Total grade point for a semester}}{\text{Total credit hours for all courses for the current semester}}$$

21I.2.2 Calculation of CGPA Average Value is as follows:

$$\text{PNGK} = \frac{\text{Total grade point for all semesters}}{\text{Total Accumulated Credit Hours for All Semesters}}$$

PART 21J – STUDY STATUS

21J.1 Study Status

21J.1.1 "LB" (Conditional Pass):

- (a) Students shall be given a Conditional Pass (LB) status if they obtained a CGPA of between 2.33 and 2.99.
- (b) Students who obtained a Conditional Pass for two (2) consecutive semesters shall be given a Failed and Discontinued (GB) status.

21J.1.2 "GB" (Failed and Discontinued):

- (a) Students shall be given a Failed and Discontinued (GB) status if their status is LB for two (2) consecutive semesters.
- (b) Students shall be given a Failed and Discontinued (GB) status if they obtained a CGPA of below 2.33 at any semester.
- (c) Students who received a Failed and Discontinued (GB) status will lose their student status and shall be terminated.

21J.1.3 'Postponement of Studies' Students who received approval to postpone their studies according to regulation 21C.9.

21J.1.4 'Postponement of Studies (Health Problems)' Students who receive approval to postpone their studies due to health problems according to regulation 21C.9.

21J.1.5 'Suspension of Studies' Students who are suspended according to regulation 21C.10.

21J.1.6 'Withdrawal from Studies' Students who withdrew from studies.

21J.1.7 'Suspended (Discipline)' terminated from studies:

- (a) If a student does not register for two (2) consecutive semesters (subregulation 21C.3.8).
- (b) If a student failed to complete their studies with the stipulated period.
- (c) If a student is terminated from the University in accordance to the Universiti Malaysia Sabah Regulations (Student Discipline) 1999 (P.U.A 210).

PART 21K – REACTIVATION OF STUDENT STATUS

21K.1 Appeal for Continuation of Study

21K.1.1 Students who received a termination status in accordance to subregulation 21C.3.8 or subregulation 21J.1.2 or 21J.1.7 may appeal for continuation of study and must pay:

- (a) A processing fee of RM300 upon application.
- (b) Fees for unregistered semester(s).

21K.1.2 In reference to subregulation 21K.1.1 above students may appeal only once (1) throughout the duration of their studies.

21K.1.3 Result of the appeal made by the student is subject to JKP approval.

21K.1.4 The decision made by JKP under subregulation 21K.1.3 is final and further appeal shall not be considered.

PART 21L – CONFERMENT OF DEGREE

21L.1 Criteria on Conferment of Degree

21L.1.1 Students are eligible to be conferred a Degree after they have fulfilled all requirements for the conferment of degree for Postgraduate Studies including;

- (a) Fulfilled all requirements stipulated by the University.
- (b) Completed the required credit hours for the programme and passed all courses as set by the Faculty/Centre/Academy/Institute.
- (c) Student examination results must be confirmed by JKP and certified by the Senate.
- (d) Settled all fees and liabilities to the University during the period of study.

21L.2 Aegrotat and Anumerta Academic Award

21L.2.1 For the purpose of this regulation:

- (a) Aegrotat (Compassionate) award refers to the granting of 'studies completed' status and academic conferment without distinction of class to students who become permanently disabled.

- (b) Anumerta (Posthumous) award refers to the granting of 'studies completed' status and academic conferment without classification to deceased student.

21L.2.2 Students may be given the Aegrotat or Anumerta graduation status subject to the following conditions:

- (a) 'Passed' status in the final semester before death or permanent disability; and
- (b) Have passed at least 70% of the overall credit for their programme; or
- (c) Have sent a dissertation for Viva voce examination.

21L.2.3 The Senate may grant exceptions to the conditions set forth in subregulation 21L.2.2.

CHAPTER D

PART 22 – GENERAL PROVISIONS

22.1 General

- 22.1.1 All Regulations and interpretations made about them by the Senate shall take immediate effect.
- 22.1.1A Any further rules, guidelines, manuals and methods of implementation may be made under any of the provisions of these regulations and shall be complied with.
- 22.1.1B However, the Senate reserves the right to change the Regulations from time to time as required.
- 22.1.2 The Senate has the power to authorise any exemptions deemed necessary from the requirements of the Regulations from time to time.
- 22.1.3 All research results and publication carried out by the student throughout their period of study will be the intellectual property of the University.
- 22.1.4 These Regulations must be read along with the Universities and University College Act (Amended) 2009 – Universiti Malaysia Sabah Regulations (Student Discipline) 1999 and Universiti Malaysia Sabah Academicians Code of Ethics (Amendment 2013).

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UMS
UNIVERSITI MALAYSIA SABAH

KAEDAH PENGAJIAN PASCASISWAZAH 2015 (PINDAAN BIL. 2 TAHUN 2021)



UMS KAMPUS RAHMAH
TERAS KECEMERLANGAN DAN KEUNGGULAN

Transformation towards
**UNIVERSITY
INDUSTRY 4.0**

DINAMIK - LESTARI - INTEGRITI - KEADILAN - KEGEMBIRAAN

BAB A**BAHAGIAN 1 – PERMULAAN**

1.1 Nama, Mula Berkuatkuasa dan Pemakaian.....	1
1.2 Pemansuhan(DIBATALKAN).....	
1.3 Tafsiran	1-4

BAB B – PENGAJIAN PASCASISWAZAH SECARA PENYELIDIKAN**BAHAGIAN 2 – KEMASUKAN KE UNIVERSITI**

2.1 Syarat Kemasukan Ijazah Sarjana	4-5
2.2 Syarat Kemasukan Ijazah Sarjana Falsafah	5
2.3 Syarat Kemasukan Ijazah Kedoktoran	5
2.4 Keperluan Bahasa	6
2.5 Tawaran Kemasukan Bersyarat	6
2.6 Tempoh Sahlaku Tawaran Kemasukan	6
2.7 Penamatan Tawaran Kemasukan	7
2.8 Permohonan Kemasukan Semula	7

BAHAGIAN 3 – TEMPOH PENGAJIAN

3.1 Tempoh Pengajian yang Dibenarkan	7
3.2 Pelanjutan Tempoh Pengajian	7

BAHAGIAN 4 – PENDAFTARAN

4.1 Pendaftaran Kemasukan	8
4.2 Pendaftaran Pelajar Semasa	8
4.3 Status Pendaftaran	8
4.4 Penangguhan Pengajian	9
4.5 Penggantungan Pengajian	9
4.6 Pertukaran Jenis Pendaftaran	10
4.7 Pendaftaran Kursus Asas	10
4.8 Pendaftaran Kursus Pra-keperluan (DIBATALKAN)	
4.8A Pendaftaran Kursus Metodologi Penyelidikan	10
4.9 Pertukaran Fakulti/Pusat/Akademi/ Institut	10
4.10 Pertukaran Bidang Pengajian	11

BAHAGIAN 5 – YURAN

5.1 Pembayaran Yuran	11
5.2 Pengembalian Yuran	11

BAHAGIAN 6 – PENYELIAAN

6.1 Kategori Penyeliaan	12
6.2 Kriteria Pelantikan Penyelia	12-14
6.3 Pertukaran Penyelia Dan/Atau Kategori Penyeliaan	14
6.4 Laporan Kemajuan Pelajar Pascasiswazah (LKPP).....	14

BAHAGIAN 7 – TESIS

7.1 Penulisan Tesis	15
7.2 Notis Penyerahan Tesis	15
7.3 Penyerahan Tesis untuk Pemeriksaan	15
7.4 Penyerahan Tesis selepas Viva voce	15
7.5 Penyerahan Akhir Tesis	16

BAHAGIAN 8 – PENILAIAN AKHIR

8.1 Penilaian Akhir	16
---------------------------	----

8.1A Kriteria Pelantikan Pemeriksa Dalam dan Luar	16
8.2 Jawatankuasa Sesi Viva voce.....	17
8.3 Viva voce.....	17
8.4 Keputusan Penilaian Sesi Viva voce.....	17-18
8.5 Rayuan Keputusan Viva voce	18
BAHAGIAN 9 – STATUS PENGAJIAN	
9.1 Status Pengajian (Secara Penyelidikan).....	19
BAHAGIAN 10 – PENGAKTIFAN SEMULA STATUS PELAJAR	
10.1 Pengaktifan Semula Status Pengajian Pelajar (DIBATALKAN).....	
10A.1 Rayuan Meneruskan Pengajian.....	19
BAHAGIAN 11 – PENGIJAZAHAN	
11.1 Syarat Pengurniaan Ijazah	20
11.2 Syarat Pengurniaan Ijazah Posthumus (DIBATALKAN)	
11A.2 Penganugerahan Akademik Secara Agrotat dan Anumerta	21
BAB C – PENGAJIAN PASCASISWAZAH SECARA KERJA KURSUS	
BAHAGIAN 12 – KEMASUKAN KE UNIVERSITI	
12.1 Syarat Kemasukan Diploma Pascasiswazah	22
12.2 Syarat Kemasukan Ijazah Sarjana Secara Kerja Kursus	22
12.3 Syarat Kemasukan Ijazah Sarjana Secara Mod Campuran (DIBATALKAN).....	
12.4 Syarat Kemasukan Ijazah Kedoktoran Secara Mod Campuran (DIBATALKAN)	
12.5 Keperluan Bahasa	23
12.6 Tawaran Kemasukan Bersyarat	23
12.7 Tempoh Sahlaku Tawaran Kemasukan	24
BAHAGIAN 13 – STRUKTUR PROGRAM	
13.1 Komponen Kursus	24
13.2 Tempoh Pengajian Yang Dibenarkan	24
13.3 Jumlah Jam Kredit Untuk Bergraduat	25
BAHAGIAN 14 – PENDAFTARAN	
14.1 Pendaftaran Kemasukan	25
14A.1 Pendaftaran Pelajar Semasa	25
14.2 Pendaftaran Kursus	25
14.3 Pendaftaran Kursus Prasyarat	26
14.4 Pendaftaran Kursus Bahasa Melayu (DIBATALKAN)	
14.5 Pendaftaran Kursus Audit	26
14.6 Pendaftaran Lewat (DIBATALKAN)	
14.7 Jumlah Jam Kredit Yang Perlu Diambil	26
14.8 Gugur Dan/Atau Tambah Kursus	26
14.9 Tarik Diri Dari Kursus	27
14.10 Pendaftaran semester pendek	27
14.11 Pendaftaran Kursus Ulangan	27
14.12 Penangguhan Pengajian	27
14.13 Penggantungan Pengajian	28
14.14 Pertukaran Jenis Pendaftaran	28
14.15 Penukaran Program Pengajian	28
BAHAGIAN 15 – PEMINDAHAN KREDIT	
15.1 Permohonan Pemindahan Kredit	29
BAHAGIAN 16 – YURAN	

16.1 Pembayaran Yuran	29-30
16.2 Pengembalian Yuran	30
BAHAGIAN 17 – PENILAIAN DAN PEPERIKSAAN	
17.1 Penilaian	30
17.2 Keperluan Peperiksaan	30-31
17.3 Penangguhan Peperiksaan Akhir	31
17.4 Peperiksaan	31
Gantian	
17.5 Penyerahan Disertasi/Projek Penyelidikan/Praktikum/ Internship/Latihan Mengajar	31
17.5A Penulisan Disertasi	31
17.6 Keputusan Penilaian dan Peperiksaan Akhir	31
17.7 Semakan Semula Gred Kursus	32
BAHAGIAN 18 – NILAI GRED DAN STATUS	
18.1 Gred dan Nilai Gred	32-33
18.2 Kod Status Tanpa Nilai Gred	33-34
BAHAGIAN 19 – PURATA NILAI GRED	
19.1 Pengiraan Unit dan Purata Nilai Gred (PNG)	34-35
19.2 Kaedah Pengiraan Purata Nilai Gred	35
BAHAGIAN 20 – STATUS PENGAJIAN	
20.1 Status Pengajian	35-36
20.2 Rayuan Meneruskan Pengajian (DIBATALKAN).....	
BAHAGIAN 20A – PENAKTIFAN SEMULA STATUS PELAJAR	
20A.1 Rayuan Meneruskan Pengajian	36
BAHAGIAN 21 – PENGIJAZAHAN	
21.1 Syarat Pengurniaan Ijazah	36
21.2 Syarat Pengurniaan Ijazah Posthumus (DIBATALKAN).....	
21.2A Penganugerahan Akademik Secara Agrotat dan Anumerta	37
BAB CA – PENGAJIAN PASCASISWAZAH SECARA MOD CAMPURAN	
BAHAGIAN 21A – KEMASUKAN KE UIVERSITI	
21A.1 Syarat Kemasukan Ijazah Sarjana	38
21A.2 Syarat Kemasukan Ijazah Kedoktoran	38
21A.3 Keperluan Bahasa	38-39
21A.4 Tawaran Kemasukan Bersyarat	39
21A.5 Tempoh Sahlaku Tawaran Kemasukan	39
BAHAGIAN 21B – STRUKTUR PROGRAM	
21B.1 Komponen Kursus	39-40
21B.2 Tempoh Pengajian yang Dibenarkan	40
21B.3 Pelanjutan Tempoh Pengajian	40
21B.4 Jumlah Jam Kredit Untuk Bergraduati	40
BAHAGIAN 21C – PENDAFTARAN	
21C.1 Pendaftaran Kemasukan	41
21C.2 Pendaftaran Pelajar Semasa	41
21C.3 Pendaftaran Kursus	41
21C.4 Pendaftaran Kursus Prasyarat	42
21C.5 Pendaftaran Kursus Audit	42

21C.6 Gugur Dan/Atau Tambah Kursus	42
21C.7 Tarik Diri Dari Kursus	42
21C.8 Pendaftaran Kursus Ulangan	42
21C.9 Penangguhan Pengajian	42-43
21C.10 Penggantungan Pengajian	43
21C.11 Pertukaran Jenis Pendaftaran	43
21C.12 Pertukaran Program Pengajian	44
 BAHAGIAN 21D – PEMINDAHAN KREDIT	
21D.1 Permohonan Pemindahan Kredit	44
 BAHAGIAN 21E – YURAN	
21E.1 Pembayaran Yuran	45
21E.2 Pengembalian Yuran	45
 BAHAGIAN 21F - PENYELIAAN	
21F.1 Kategori Penyeliaan	45
 BAHAGIAN 21G – PENILAIAN DAN PEPERIKSAAN	
21G.1 Penilaian	45-46
21G.2 Keperluan Peperiksaan	46
21G.3 Penangguhan Peperiksaan Akhir	46
21G.4 Peperiksaan Gantian	46
21G.5 Penulisan Disertasi	46
21G.6 Penyerahan Disertasi	47
21G.7 Keputusan Penilaian dan Peperiksaan Akhir	47
21G.8 Semakan Semula Gred Kursus	47
 BAHAGIAN 21H – NILAI GRED DAN STATUS	
21H.1 Gred dan Nilai Gred	48
21H.2 Kod Status Tanpa Nilai Gred	49
 BAHAGIAN 21I – PURATA NILAI GRED	
21I.1 Pengiraan Unit dan Purata Nilai Gred (PNG)	50
21I.2 Kaedah Pengiraan Purata Nilai Gred	50
 BAHAGIAN 21J – STATUS PENGAJIAN	
21J.1 Status Pengajian	50-51
 BAHAGIAN 21K – PENGAKTIFAN SEMULA STATUS PELAJAR	
21K.1 Rayuan Meneruskan Pengajian	51
 BAHAGIAN 21L – PENGIJAZAHAN	
21L.1 Syarat Pengurniaan Ijazah	52
21L.2 Penganugerahan Akademik Secara Aegrotat dan Anumerta	52
 BAB D	
BAHAGIAN 22 – PERUNTUKAN AM	
22.1 Am	53

**KAEDAH PENGAJIAN PASCASISWAZAH
UNIVERSITI MALAYSIA SABAH 2015 (PINDAAN BILANGAN 2 TAHUN 2021)**

Pada menjalankan kuasa-kuasa yang diberikan oleh seksyen 37(1) Perlembagaan Universiti Malaysia Sabah(P.U.(A) 460/2010), Lembaga membuat kaedah yang berikut :

BAB A

BAHAGIAN 1 – PERMULAAN

1.1 Nama, Mula Berkuatkuasa dan Pemakaian

- 1.1.1 Kaedah ini dinamakan Kaedah Pengajian Pascasiswazah Universiti Malaysia Sabah 2015 (Pindaan Bilangan 2 Tahun 2021) dan hendaklah mula berkuatkuasa pada tarikh yang ditetapkan oleh Senat.
- 1.1.2 Kaedah ini hendaklah terpakai kepada semua pelajar yang mengikuti sesuatu Program Pascasiswazah yang membolehkan pengurniaan Ijazah Diploma Lanjutan, Ijazah Sarjana, Ijazah Sarjana Falsafah atau Ijazah Kedoktoran ambilan Semester 2 Sesi 2020/2021.
- 1.1.3 Kaedah ini hendaklah berkuatkuasa pada 23 Mac 2021.

1.2 -Dibatalkan-

1.3 Tafsiran

- 1.3.1 Dalam Kaedah ini –

"Akta" ertinya Akta Universiti dan Kolej Universiti 1971 [Akta 30].

"APEL" ertinya *Accreditation of Prior Experiential Learning*, yang merupakan suatu program penilaian yang ditetapkan oleh MQA.

"Fakulti/Pusat/Institut" ertinya institusi akademik di Universiti yang menawarkan program-program akademik yang diikuti oleh pelajar sepanjang pengajiannya di Universiti.

"Fast Track" ertinya laluan pengajian secara pantas ke program Ijazah Kedoktoran mengikut subperaturan 2.3.4.

"Ijazah" ertinya Ijazah Diploma Lanjutan, Ijazah Sarjana, Ijazah Sarjana Falsafah atau Ijazah Kedoktoran.

"JKP" ertinya Jawatankuasa Pengajian Pascasiswazah Universiti.

"Jenis Pendaftaran" ertinya pendaftaran pengajian sama ada Sepenuh Masa atau Separuh Masa.

"Kaedah Pengajian" ertinya jenis pengajian sama ada secara Penyelidikan, Kerja Kursus atau Mod Campuran.

"Kecurangan Akademik" ertinya kesalahan yang dilakukan oleh pelajar di bawah Kaedah 6 (Larangan terhadap plagiarisme) dan Kaedah 8 (Kelakuan semasa peperiksaan) Kaedah-

kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) 1999 [P.U (A) 210/1999].

"Kredit" ertinya nilai pemberat bagi satu jam kredit yang setara dengan jam belajar atau masa pembelajaran setara selama satu semester pengajian.

"Kursus Asas" ertinya kursus tertentu yang wajib diambil oleh pelajar bagi memenuhi syarat keperluan Fakulti/Pusat/Akademi/Institut.

"Kursus Audit" ertinya kursus yang diwajibkan lulus tetapi tidak menyumbang kepada pengiraan jam kredit.

"Kursus Elektif" ertinya kursus pilihan yang ditawarkan pada peringkat program seperti yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut dan diwajibkan lulus.

"Kursus Minor" ertinya kursus yang boleh diambil oleh pelajar dari mana-mana program Ijazah seperti yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut dan diwajibkan lulus.

"Kursus Prasyarat" ertinya kursus yang mesti diambil dan wajib Lulus sebelum pelajar memulakan program di Fakulti/Pusat/Akademi/Institut, tertakluk kepada keperluan bidang pengajian seperti yang diluluskan oleh Fakulti/Pusat/Akademi/Institut.

"Kursus Teras Fakulti" ertinya kursus yang ditawarkan di peringkat Fakulti/Pusat/Akademi/Institut dan diwajibkan lulus.

"Kursus Teras Program" ertinya kursus yang ditawarkan di peringkat program dan diwajibkan lulus.

"LKPP" ertinya Laporan Kemajuan Pelajar Pascasiswazah secara penyelidikan.

"Mod Penyelidikan" ertinya program pengajian secara penyelidikan sepenuhnya.

"Mod Campuran" ertinya program pengajian yang menggabungkan elemen penyelidikan dan kerja kursus.

"Mod Kerja Kursus" ertinya program pengajian secara kerja kursus sepenuhnya.

"MQA" ertinya *Malaysian Qualification Agency*, yang merupakan suatu agensi yang ditubuhkan di bawah *Malaysian Qualifications Agency Act (Akta 679)*.

"MQR" ertinya *Malaysian Qualifications Register*, yang merupakan sumber rujukan dan panduan berkaitan program pendidikan tinggi yang telah diakreditasi dan dianugerahkan oleh pemberi pendidikan tinggi samada dari dalam atau luar negara.

"Pelajar Aktif Berdaftar" ertinya pelajar yang mendaftar pada semester semasa.

"Pelajar" ertinya individu yang telah mendaftar mengikut Program Pengajian Pascasiswazah di Universiti.

"Pelajar Tidak Aktif Berdaftar" ertinya pelajar yang tidak mendaftar pada semester semasa.

"Pemeriksa Dalam" ertinya Pensyarah Universiti yang dilantik oleh pihak Universiti untuk menilai tesis/disertasi pelajar.

"Pemeriksa Luar" ertinya Pensyarah/Individu yang mempunyai kepakaran dari universiti/institusi luar yang dilantik oleh pihak Universiti untuk menilai tesis/disertasi

pelajar.

“Pemindahan Jam Kredit” ertinya proses Pemindahan Jam Kredit Kursus Pengajian Pascasiswazah yang telah diambil dari Institusi Pengajian Tinggi sama ada dalam dan luar negara yang diiktiraf oleh Senat.

“Penangguhan Pengajian” ertinya pengajian pelajar ditangguhkan di atas sebab tertentu.

“Pendaftaran Kursus” ertinya pendaftaran sesuatu kursus yang diikuti oleh pelajar sepanjang pengajiannya di Universiti.

“Penggantungan Pengajian” ertinya pelajar yang dikenakan tindakan di bawah Kaedah 48(d) Kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) 1999 (P.U.(A) 210/1999) atau Seksyen 150 Akta Universiti dan Kolej Universiti 1971 (Akta 30).

“Penilaian Akhir” ertinya penilaian tesis/disertasi pelajar.

“Penilaian” ertinya sebarang bentuk pengukuran pencapaian pelajar bagi kursus yang diambil oleh pelajar (sama ada berbentuk kuiz, ujian, ujian pertengahan semester, tugas, kerja kursus atau sebagainya) yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut.

“Penyelia” ertinya Pensyarah/individu yang bertanggungjawab untuk menyelia pelajar.

“Peperiksaan Akhir” ertinya peperiksaan yang dijalankan dalam tempoh yang ditetapkan pada akhir setiap semester.

“Peperiksaan Tambahan” ertinya peperiksaan yang perlu diambil oleh pelajar Sarjana Kesihatan Awam dan juga Doktor Kesihatan Awam yang tidak mencapai gred Lulus minima sesuatu kursus.

“Peperiksaan Gantian” ertinya peperiksaan yang perlu diambil oleh pelajar sekiranya pelajar mengemukakan penangguhan peperiksaan akhir dalam tempoh tertentu dan keadaan tertentu.

“PNGK” ertinya purata mata nilai gred kumulatif yang diperoleh oleh pelajar bagi semua semester yang telah diikutinya.

“PNGS” ertinya purata mata nilai gred kumulatif yang diperoleh oleh pelajar bagi sesuatu semester.

“Program Pengajian” ertinya program akademik yang telah ditetapkan oleh Senat yang membawa kepada penganugerahan Ijazah.

“Program Pengajian Pascasiswazah” ertinya peringkat pengajian sama ada Ijazah Diploma Lanjutan, Ijazah Sarjana, Ijazah Sarjana Falsafah atau Ijazah Kedoktoran.

“Semakan Semula Gred Kursus” ertinya semakan pengiraan markah keseluruhan penilaian pelajar (projek, kuiz, tugas, peperiksaan pertengahan semester dan sebagainya) termasuk skrip jawapan peperiksaan akhir.

“Semester” ertinya suatu tempoh pengajian yang merujuk kepada Takwim Akademik Pengajian Pascasiswazah.

“Semester Lazim” ertinya tempoh pengajian di dalam satu sesi yang mengandungi 14 minggu kuliah bagi mod pengajian secara kerja kursus dan 24 minggu bagi mod pengajian

secara penyelidikan.

“Senat” ertinya Senat Universiti.

“Sesi” ertinya suatu tempoh pengajian yang mengandungi dua (2) semester lazim dan satu (1) semester pendek yang ditetapkan oleh Senat.

“Sistem Maklumat Pelajar Bersepadu” ertinya sistem portal aktiviti akademik pelajar dan dikawal selia oleh Universiti bagi tujuan penyimpanan maklumat pelajar.

“Kaedah Pengajian” ertinya jenis pengajian sama ada secara Penyelidikan, Kerja Kursus atau Mod Campuran.

“Struktur Program” ertinya komponen kurikulum dan tempoh pengajian yang mengandungi kursus yang ditetapkan untuk tujuan pengijazahan.

“Tahun Akademik” ertinya satu tempoh pengajian yang mengandungi dua (2) semester.

“Tempoh Pengajian” ertinya suatu tempoh yang ditetapkan untuk pelajar memenuhi semua syarat keperluan pengajian bagi tujuan pengijazahan.

“Universiti” ertinya Universiti Malaysia Sabah.

“Viva voce ” ertinya Peperiksaan Lisan.

“Viva voce Ulangan” ertinya Peperiksaan Lisan Ulangan.

BAB B – PENGAJIAN PASCASISWAZAH SECARA PENYELIDIKAN

BAHAGIAN 2 – KEMASUKAN KE UNIVERSITI

2.1 Syarat Kemasukan Ijazah Sarjana

2.1.1 Calon yang ingin mengikuti program pengajian Ijazah Sarjana hendaklah memenuhi syarat-syarat berikut:

- (a) Lulus Ijazah Sarjana Muda dalam bidang yang berkaitan dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh senat universiti berkenaan dan mendapat PNGK minimum 2.75; atau
- (b) Lulus Sarjana Muda dalam bidang yang berkaitan dengan mendapat sekurang-kurangnya PNGK 2.50 dan tidak mencapai PNGK 2.75, boleh diterima masuk bergantung kepada penilaian dalaman yang teliti; atau
- (c) Lulus Sarjana Muda dalam bidang yang berkaitan dengannya tetapi tidak mencapai PNGK 2.50, boleh diterima masuk tertakluk kepada minimum lima (5) tahun pengalaman bekerja dalam bidang yang relevan; atau
- (ca) Lulus Ijazah Sarjana Muda dengan PNGK minimum 2.50 tetapi dalam bidang atau pengalaman kerja yang tidak berkaitan dengan bidang yang dipohon, calon perlu lulus kursus prasyarat yang ditentukan oleh Fakulti/Pusat/Akademi/Institut dengan PNGK kemasukan berdasarkan subkaedah 2.1.1 (a),(b) dan (c) di atas.

- (d) Lulus APEL (tertakluk program yang dibenarkan oleh pihak MQA); atau
- (e) Syarat-syarat lain yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut yang diterima oleh Senat.

2.2 Syarat Kemasukan Ijazah Sarjana Falsafah

- 2.2.1 Calon yang ingin mengikuti program Ijazah Sarjana Falsafah hendaklah mendapat sekurang-kurangnya Ijazah Sarjana Muda dengan PNGK 3.50 dari Universiti atau mana-mana institusi pengajian tinggi yang diiktiraf oleh Senat.

2.3 Syarat Kemasukan Ijazah Kedoktoran

- 2.3.1 Lulus Ijazah Sarjana dari institusi pengajian tinggi yang diiktiraf oleh Senat; atau
- 2.3.2 Lulus kelayakan lain yang setara dengan Ijazah Sarjana dan diterima oleh Senat; dan
- 2.3.3 Syarat-syarat lain yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut yang diterima oleh Senat.
- 2.3.4 **Laluan *Fast Track*** : Graduan Cemerlang Sarjana Muda Tahap 6 Kerangka Kelayakan Malaysia (*Malaysian Qualifications Framework*, MQF) dengan syarat :
 - (a) Pelajar memperoleh kelayakan Sarjana Muda kelas pertama atau setara; atau
 - (b) Memperoleh Purata Nilai Gred Kumulatif (PNGK) sekurang-kurangnya 3.67 atau setara dengannya daripada program akademik atau program *Technical and Vocational Education and Training* (TVET); dan
 - (c) Penilaian dalaman yang rapi oleh pihak Universiti; dan
 - (d) Mendapat kelulusan daripada Senat Universiti dan diterima masuk sebagai *candidacy* program Kedoktoran Tahap 8 MQF. Pelajar perlu menunjukkan kemajuan yang bersesuaian seperti mana yang digariskan dalam Garis Panduan *Fast Track* Universiti.
 - (e) Pelajar tidak dianugerahkan dengan kelayakan Sarjana sebagai *exit award* sekiranya tidak memenuhi pencapaian pada tahap Kedoktoran.
- 2.3.5 **Penukaran Pendaftaran Pengajian Program Sarjana ke Doktor Falsafah** : Pelajar yang sedang dalam pengajian Sarjana (secara penyelidikan), boleh memohon untuk menukar pendaftaran pengajian ke program Kedoktoran (secara penyelidikan) dalam tempoh satu (1) tahun selepas mendaftar program Sarjana (secara penyelidikan) bagi jenis pendaftaran sepenuh masa dan dua (2) tahun selepas mendaftar program Sarjana (secara penyelidikan) bagi jenis pendaftaran separuh masa, tertakluk kepada ketetapan berikut :
 - (a) Telah menunjukkan kompetensi dan kebolehan dalam menjalankan penyelidikan pada tahap Kedoktoran.
 - (b) Penilaian dalaman yang rapi oleh Universiti berdasarkan Garis Panduan Pertukaran Taraf Pengajian Sarjana (Master) ke Doktor Falsafah (PhD) Universiti Malaysia Sabah; dan

- (c) Mendapat kelulusan daripada Senat Universiti.
- (d) Pelajar yang tidak berjaya dalam permohonan penukaran program Sarjana ke Doktor Falsafah boleh meneruskan pengajian dan akan dianugerahkan dengan Ijazah Sarjana sekiranya berjaya menghabiskan pengajian.

2.4 Keperluan Bahasa

- 2.4.1 Calon antarabangsa dari negara yang tidak menggunakan bahasa Inggeris sebagai bahasa pengantar hendaklah mendapat sekurang-kurangnya:
 - (a) Band 5 dalam Ujian Bahasa Inggeris IELTS (*International English Language Testing System*) atau mendapat skor 500 (Bertulis)/42 (atas talian) dalam ujian TOEFL (*Test of English as a Foreign Language*); atau
 - (b) perlu mengikuti *Certificate in Progressive English Programme* (PEP) selama enam (6) bulan dengan had tempoh masa selama dua (2) tahun maksimum dan Lulus MUET Band 3; atau
 - (c) Band 3 peperiksaan MUET.
- 2.4.2 -Dibatalkan-
- 2.4.3 Subkaedah 2.4.1 tidak terpakai sekiranya:
 - (a) Calon mendapat Ijazah Sarjana Muda atau Ijazah Sarjana atau Ijazah Sarjana Falsafah dari institusi pengajian tinggi yang menggunakan Bahasa Inggeris sebagai bahasa pengantar dengan syarat calon hendaklah mengemukakan dokumen sokongan daripada institusi pengajian tinggi masing-masing.
 - (b) Calon yang memperolehi ijazah dari mana-mana universiti di Malaysia; atau
 - (c) Program pengajiannya adalah tidak memerlukan penggunaan Bahasa Inggeris.

2.5 Tawaran Kemasukan Bersyarat

- 2.5.1 Calon boleh diberikan tawaran bersyarat jika tidak memenuhi subkaedah 2.1.1(a) tetapi berada pada semester akhir pengajian Ijazah Sarjana Muda tertakluk kepada PNGK dan kelayakan setaraf akhir yang diperolehinya adalah memenuhi syarat kemasukan.
- 2.5.2 Calon yang diberi tawaran bersyarat akan diberi tawaran kemasukan penuh selepas menunjukkan bukti telah memenuhi subkaedah 2.1.1(a) sebelum atau semasa mendaftar pengajian.
- 2.5.3 Tawaran kemasukan bersyarat akan terbatal sekiranya calon gagal mengemukakan bukti kelayakan yang dikehendaki pada tempoh masa yang telah ditetapkan.

2.6 Tempoh Sah Laku Tawaran Kemasukan

- 2.6.1 Tawaran kemasukan hanya sah untuk satu (1) tahun akademik sahaja.
- 2.6.2 Calon yang ingin menangguhkan pendaftaran kemasukan Universiti perlu memaklumkan kepada Pusat Pengajian Pascasiswazah.

2.7 Penamatan Tawaran Kemasukan

2.7.1 Tawaran kemasukan akan terbatal dengan sendirinya sekiranya:-

- (a) Calon tidak memaklumkan penangguhan pendaftaran kepada Pusat Pengajian Pascasiswazah; dan
- (b) Calon tidak mendaftar selepas tempoh sah laku surat tawaran tamat

2.7.2 Calon perlu membuat permohonan baharu sekiranya tawaran kemasukan terbatal.

2.8 Permohonan Kemasukan Semula

2.8.1 Pelajar yang gagal program pengajian di mana-mana universiti hendaklah mendaftar dengan kajian penyelidikan yang baharu.

2.8.2 Pelajar yang tidak menamatkan program pengajian di mana-mana universiti boleh dibenarkan menggunakan kajian penyelidikan asal di universiti berkenaan dengan syarat mendapat kelulusan dan kebenaran bertulis daripada penyelia kepada pelajar di universiti terdahulu.

BAHAGIAN 3 – TEMPOH PENGAJIAN

3.1 Tempoh Pengajian Yang Dibenarkan

3.1.1 Tempoh pengajian yang dibenarkan adalah seperti dalam jadual di bawah:

Peringkat Pengajian	Jenis Pendaftaran			
	Sepenuh Masa		Separuh Masa	
	Minimum	Maksimum	Minimum	Maksimum
Ijazah Sarjana/Sarjana Falsafah	2 semester	6 semester	4 semester	8 semester
Ijazah Kedoktoran	4 semester	8 semester	6 semester	12 semester

3.2 Pelanjutan Tempoh Pengajian

3.2.1 Pelanjutan tempoh pengajian yang dibenarkan adalah seperti jadual di bawah:

Peringkat Pengajian	Jenis Pendaftaran	
	Sepenuh Masa	Separuh Masa
Ijazah Sarjana/Sarjana Falsafah	2 semester	4 semester
Ijazah Kedoktoran	4 semester	6 semester

3.2.2 Kegagalan untuk melengkapkan pengajian dalam tempoh yang diberikan akan menyebabkan status pelajar diberhentikan tanpa pemberitahuan bertulis daripada pihak Universiti.

BAHAGIAN 4 – PENDAFTARAN

4.1 Pendaftaran Kemasukan

- 4.1.1 Calon yang telah diterima masuk hendaklah mendaftar diri dalam tempoh yang ditetapkan oleh Universiti.
- 4.1.2 Pelajar antarabangsa hanya dibenarkan untuk mendaftar dengan jenis pendaftaran Sepenuh Masa sahaja.

4.2 Pendaftaran Pelajar Semasa

- 4.2.1 Pelajar hendaklah membayar yuran dan mendaftar pada setiap semester dalam tempoh dua (2) minggu dari tarikh pendaftaran yang ditetapkan oleh Universiti.
- 4.2.2 Pelajar tidak dibenarkan mendaftar pada semester seterusnya sehingga semua yuran tertunggak dijelaskan.
- 4.2.3 Pelajar boleh mendaftar setelah LKPP diperaku oleh Penyelia.
- 4.2.4 Pelajar yang mendaftar lewat pada minggu ke-3 dan ke-4 perlu membayar denda lewat sebanyak RM200.
- 4.2.5 Pelajar yang tidak mendaftar selepas minggu ke-4 pada setiap semester akan diberikan status gantung pengajian tanpa pemberitahuan awal.
- 4.2.6 Pelajar yang tidak mendaftar selama dua (2) semester berturut-turut akan diberhentikan pengajian tanpa pemberitahuan awal.
- 4.2.7 Pelajar yang telah menyerahkan tesis untuk pemeriksaan tidak perlu mendaftar pada semester berikutnya.
- 4.2.8 Pelajar yang ditangguh keputusan Viva voce hendaklah mendaftar pada semester yang ditetapkan dan membayar yuran Viva voce Ulangan sahaja.

4.3 Status Pendaftaran

- 4.3.1 Status pendaftaran adalah seperti berikut:
 - (a) Dalam Pengajian;
 - (b) Dalam Pengajian (Lanjut Tempoh (I), (II), (III), (IV), (V), (VI));
 - (c) Dalam Pengajian (Notis Penghantaran Tesis);
 - (d) Dalam Pengajian (Menunggu Viva voce).
- 4.3.2 Takrifan status pendaftaran :
 - (a) "Dalam Pengajian" bermaksud pelajar yang berdaftar pada semester semasa.
 - (b) "Dalam Pengajian [Lanjut Tempoh (I), (II), (III), (IV), (V), (VI)]" bermaksud pelajar yang telah melebihi tempoh pengajian yang dibenarkan.
 - (c) "Dalam Pengajian (Notis Penghantaran Tesis)" bermaksud pelajar yang telah berdaftar pada semester semasa dan telah menghantar Notis Penyerahan Tesis.
 - (d) "Dalam Pengajian (Menunggu Viva voce)" bermaksud pelajar yang sedang menunggu Viva voce.

4.4 Penangguhan Pengajian

- 4.4.1 Permohonan penangguhan boleh dibuat sebelum semester baharu bermula atau selewat-lewatnya pada minggu ke-2 pada semester yang hendak ditangguh. Permohonan yang dibuat selepas minggu ke-2 hanya akan dipertimbangkan atas sebab-sebab munasabah yang diperaku oleh Fakulti/Pusat/Akademi/Institut dan Pusat Pengajian Pascasiswazah.
- 4.4.2 Pelajar yang telah membayar yuran pengajian pada semester semasa tetapi telah diluluskan menangguhkan pengajian pada semester tersebut, maka yuran pengajian yang telah dibayar itu akan dibawa ke semester berikutnya.
- 4.4.3 Pelajar tidak dibenarkan untuk menangguh pengajian melebihi dua (2) semester berturut-turut sepanjang tempoh pengajian kecuali atas sebab-sebab munasabah yang diperaku oleh Fakulti/Pusat/Akademi/Institut atau Pusat Pengajian Pascasiswazah.
- 4.4.4 Kelulusan penangguhan pengajian adalah berdasarkan permohonan semester ke semester.
- 4.4.5 Penangguhan tidak terpakai bagi kes pelanjutan semester yang telah diluluskan.
- 4.4.6 Pelajar yang diluluskan penangguhan pengajian adalah dianggap sebagai pelajar tidak aktif berdaftar pada semester berkenaan dan tidak layak menggunakan sebarang kemudahan yang disediakan oleh pihak Universiti kecuali untuk mendapatkan nasihat bagi menyambung semula pengajiannya.
- 4.4.7 Tempoh penangguhan pengajian hendaklah tidak diambilkira dalam pengiraan tempoh pengajian pelajar.

4.5 Penggantungan Pengajian

- 4.5.1 Pelajar akan diberi status gantung pengajian jika:
 - (a) Gagal mendaftar pada mana-mana semester dalam tempoh yang ditetapkan; atau
 - (b) Didapati bersalah oleh Jawatankuasa Tatatertib Pelajar Universiti dan dihukum di bawah Kaedah 48(d) Kaedah-Kaedah Universiti Malaysia Sabah (Tatatertib Pelajar) 1999 (P.U.(A) 210/1999); atau
 - (c) Didapati melanggar subseksyen 15D(1) dan (7) Akta Universiti dan Kolej Universiti 1971 (Akta 30).
- 4.5.2 Tempoh penggantungan pengajian adalah diambilkira dalam pengiraan tempoh pengajian pelajar yang ditetapkan dalam Kaedah 3.1.
- 4.5.3 Pelajar yang mendapat status gantung pengajian di bawah subkaedah 4.5.1 (a) hendaklah memohon secara bertulis bagi mengaktifkan status pengajian dan membayar denda lewat RM200.

4.6 Pertukaran Jenis Pendaftaran

- 4.6.1 Pelajar boleh memohon kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dan memaklumkan kepada Dekan Pusat Pengajian Pascasiswazah untuk menukar jenis pendaftaran dari sepenuh masa ke separuh masa atau sebaliknya. Permohonan ini hanya dibenarkan sekali sahaja di sepanjang tempoh pengajian yang ditetapkan.
- 4.6.2 Kelulusan permohonan adalah tertakluk kepada baki tempoh pengajian maksimum bagi jenis pendaftaran yang dipohon.
- 4.6.3 Pelajar antarabangsa tidak dibenarkan bertukar jenis pendaftaran dari Sepenuh Masa ke Separuh Masa.

4.7 Pendaftaran Kursus Asas

- 4.7.1 Pelajar yang dikehendaki untuk mengambil kursus asas perlu menduduki kursus asas yang dicadangkan dan dipantau oleh Fakulti/Pusat/Akademi/Institut masing-masing.
- 4.7.2 -Dibatalkan-

4.8 -Dibatalkan-

- 4.8.1 -Dibatalkan-
- 4.8.2 -Dibatalkan-

4.8A Pendaftaran Kursus Metodologi Penyelidikan

- 4.8A.1 Semua pelajar perlu mengikuti dan wajib lulus Kursus Metodologi Penyelidikan;
- 4.8A.2 Pelajar Doktor Falsafah yang pernah mengikuti kursus Metodologi Penyelidikan dari mana-mana universiti adalah dikecualikan.

4.9 Pertukaran Fakulti/Pusat/Akademi/Institut

- 4.9.1 Pelajar boleh memohon pertukaran Fakulti/Pusat/Akademi/Institut dalam semester pengajian semasa:
 - (a) Pengajian Ijazah Sarjana selewat-lewatnya pada semester kedua pengajian;
 - (b) Pengajian Ijazah Doktor Falsafah selewat-lewatnya pada semester ketiga pengajian;
 - (c) -Dibatalkan-
 - (d) -Dibatalkan-
- 4.9.2 Permohonan hanya boleh dibuat sekali sepanjang pengajian kecuali atas sebab-sebab lain yang dilulus dan disahkan oleh JKP.

4.10 Pertukaran Bidang Pengajian

- 4.10.1 Pelajar boleh memohon pertukaran bidang pengajian dalam semester pengajian:
- (a) Pengajian Ijazah Sarjana selewat-lewatnya pada semester kedua pengajian.
 - (b) Pengajian Ijazah Doktor Falsafah selewat-lewatnya pada semester ketiga pengajian.
 - (c) -Dibatalkan-
 - (d) -Dibatalkan-
- 4.10.2 Permohonan hanya boleh dibuat sekali sepanjang pengajian kecuali atas sebab-sebab lain yang dilulus dan disahkan oleh JKP.

BAHAGIAN 5 – YURAN

5.1 Pembayaran Yuran

- 5.1.1 Pelajar wajib membayar semua yuran yang berkaitan pada setiap semester.
- 5.1.2 Semua yuran hendaklah dibayar pada waktu pendaftaran.
- 5.1.3 -Dibatalkan-
- 5.1.4 Pelajar yang menghantar Tesis untuk pemeriksaan sebelum atau pada minggu ke-4 dikecualikan daripada membayar yuran pengajian tertakluk kepada keputusan Notis Penyerahan Tesis di peringkat JKP.
- 5.1.5 Yuran Viva voce hendaklah dibayar sebelum penyerahan tesis untuk pemeriksaan.
- 5.1.6 Pelajar dikehendaki membayar yuran Viva voce Ulangan sekiranya dikehendaki menduduki semula Viva voce.
- 5.1.7 Jumlah yuran adalah tertakluk kepada perubahan dari masa ke semasa tanpa pemberitahuan awal daripada pihak Universiti.

5.2 Pengembalian Yuran

- 5.2.1 Pengembalian yuran bagi permohonan menarik diri dari pengajian adalah tertakluk kepada jadual berikut :

Bil.	Perkara	Tempoh tarik diri	
		2 minggu pertama semester	Selepas 2 minggu semester
1.	Yuran Pendaftaran, Kad Pelajar Insuran dan Yuran Persatuan	Luput	Luput
2.	Yuran Pengajian	Dikembalikan	Luput

BAHAGIAN 6 – PENYELIAAN

6.1 Kategori Penyeliaan

6.1.1 Kategori penyeliaan merangkumi:

- (a) Penyeliaan Perseorangan - sekiranya hanya melibatkan pelantikan seorang Penyelia sahaja, atau
- (b) Penyeliaan Bersama - seorang Penyelia Utama dan seorang atau lebih Penyelia Bersama.
- (c) -Dibatalkan-

6.1.2 Pelantikan Penyelia hendaklah disahkan oleh JKP.

6.2 Kriteria Pelantikan Penyelia

6.2.1 Penyelia Perseorangan/Penyelia Utama bagi:

- (a) Pelajar Ijazah Kedoktoran:
 - i. -Dibatalkan-
 - ii. -Dibatalkan-
 - iii. -Dibatalkan-
 - iv. ahli akademik Universiti yang mempunyai Ijazah Kedoktoran; dan
 - v. mempunyai sekurang-kurangnya dua (2) tahun pengalaman dalam pengajaran dan penyelidikan sepanjang perkhidmatan; dan
 - vi. telah menyelia pelajar Sarjana ataupun pelajar Ijazah Kedoktoran Falsafah sehingga tamat.
 - vii. ahli akademik yang hanya mempunyai Ijazah Sarjana perlu memiliki pengalaman yang ekstensif dalam bidang penyelidikan sebagai tambahan kepada syarat pada perkara (v) dan (vi) di atas, dan tertakluk kepada kelulusan Senat.
 - viii. tertakluk kepada penentuan pihak Universiti, penyelia perlu mengikuti kursus penyeliaan berstruktur.
 - ix. Senat boleh meluluskan kriteria lain yang difikirkan perlu.
- (b) Pelajar Sarjana/Sarjana Falsafah:
 - i. -Dibatalkan-
 - ii. ahli akademik Universiti yang mempunyai Ijazah Kedoktoran dan setara.
 - iii. -Dibatalkan-

- iv. ahli akademik Universiti yang hanya mempunyai Ijazah Sarjana perlu memiliki sekurang-kurangnya lima (5) tahun pengalaman dalam pengajaran dan penyelidikan sepanjang perkhidmatan serta pernah menjadi penyelia bersama kepada pelajar Sarjana.
 - v. tertakluk kepada penentuan pihak Universiti, penyelia perlu mengikuti kursus penyeliaan berstruktur.
 - vi. Senat boleh meluluskan kriteria lain yang difikirkan perlu.
- (c) Ahli akademik Universiti hendaklah mempunyai kepakaran bersesuaian dengan bidang penyelidikan pelajar.
- (d) -Dibatalkan-
- 6.2.1A Pelantikan Penyelia Utama dari dalam kalangan kakitangan Fakulti/Pusat/Akademi/Institut, yang lain adalah dibenarkan tertakluk kepada keperluan Fakulti/Pusat/Akademi/Institut di mana pelajar berdaftar.
- 6.2.2 Penyelia Bersama:
- (a) -Dibatalkan-
 - (b) -Dibatalkan-
 - (c) Pelajar Ijazah Kedoktoran
 - i. ahli akademik Universiti/universiti luar yang mempunyai Ijazah Kedoktoran.
 - ii. ahli akademik yang hanya mempunyai Ijazah Sarjana perlu memiliki pengalaman penyelidikan yang ekstensif dalam bidang berkaitan tertakluk kelulusan Senat.
 - iii. pengamal industri perlu memiliki sekurang-kurangnya Ijazah Sarjana dan pengalaman bekerja sekurang-kurangnya 10 tahun dalam bidang berkaitan.
 - iv. tertakluk kepada penentuan pihak Universiti, penyelia perlu mengikuti kursus penyeliaan berstruktur.
 - v. Senat boleh meluluskan kriteria tambahan lain yang difikirkan perlu.
 - (d) Pelajar Ijazah Sarjana/Sarjana Falsafah
 - i. ahli akademik Universiti/universiti luar yang mempunyai Ijazah Kedoktoran.
 - ii. ahli akademik Universiti/universiti luar yang hanya mempunyai Ijazah Sarjana dalam bidang berkaitan perlu mempunyai pengalaman sekurang-kurangnya satu (1) tahun dalam pengajaran dan penyelidikan.
 - iii. pengamal industri perlu memiliki sekurang-kurangnya Ijazah Sarjana Muda dan pengalaman bekerja sekurang-kurangnya lima (5) tahun dalam bidang berkaitan.

- iv. tertakluk kepada penentuan pihak Universiti, penyelia perlu mengikuti kursus penyeliaan berstruktur.
 - v. Senat boleh meluluskan kriteria tambahan lain yang difikirkan perlu.
- 6.2.3 Ahli akademik Universiti yang sedang melanjutkan pelajaran di peringkat Ijazah Sarjana ataupun Ijazah Kedoktoran separuh masa boleh dilantik menjadi Penyelia Bersama.
- 6.2.4 Penyelia yang berpindah atau tamat perkhidmatan tidak dibenarkan menjadi Penyelia Utama.
- 6.2.5 Penyelia tidak boleh mempunyai sebarang pertalian keluarga dengan pelajar yang diselia.
- 6.2.6 Ahli akademik lantikan secara kontrak atau Felo Penyelidik hendaklah menyelia secara bersama dengan sekurang-kurangnya seorang ahli akademik Universiti berjawatan tetap.

6.3 Pertukaran Penyelia Dan/Atau Kategori Penyeliaan

- 6.3.1 Pelajar dibenarkan memohon untuk :
- (a) Menukar Penyelia.
 - (b) Menukar Kategori Penyeliaan.
 - (c) Menambah atau mengurangkan ahli dalam Kategori Penyeliaan.
- 6.3.2 Permohonan pertukaran, penambahan, pengurangan Penyelia atau Kategori Penyeliaan hendaklah dibuat dalam tempoh dua (2) semester pertama pengajian (semester berdaftar) bagi pelajar Sarjana dan empat (4) semester pertama (semester berdaftar) bagi pelajar Kedoktoran. Permohonan di luar tempoh yang dibenarkan boleh dibuat sekiranya berlaku Penyelia/Penyelia Utama berpindah atau berhenti perkhidmatan atau bersara atau masalah kesihatan atau meninggal dunia atau apa-apa sebab yang disahkan oleh JKP.
- 6.3.3 Penyelia boleh menarik diri daripada penyeliaan dalam tempoh dua (2) semester pertama pengajian bagi pelajar Sarjana dan empat (4) semester pertama bagi pelajar Kedoktoran. Fakulti/Pusat/Akademi/Institut bertanggungjawab untuk mencadangkan Penyelia baharu.
- 6.3.4 Permohonan pertukaran, penambahan, pengurangan atau tarik diri Penyelia atau Kategori Penyeliaan ini hendaklah disahkan oleh JKP.

6.4 Laporan Kemajuan Pelajar Pascasiswazah (LKPP)

- 6.4.1 Pelajar hendaklah mengisi LKPP pada masa yang ditetapkan dalam Takwim Akademik.
- 6.4.2 Pelajar dengan status "Dalam Pengajian (Menunggu Viva voce)" tidak perlu mengisi LKPP.
- 6.4.3 Pelajar akan diberikan status diberhentikan daripada pengajian jika LKPP adalah Lemah dan diberi status "Lulus Bersyarat" bagi tempoh dua (2) semester berturut-turut.
- 6.4.4 Penyelia dikehendaki mengisi dan memperakukan penilaian prestasi sebenar penyelidikan pelajar pada masa yang ditetapkan dalam Takwim Akademik.
- 6.4.5 Kegagalan pelajar mengisi LKPP dalam masa yang ditetapkan akan menyebabkan pelajar tidak boleh mendaftar pada semester seterusnya dan diberi status "Tidak Mengisi LKPP".

BAHAGIAN 7 – TESIS

7.1 Penulisan Tesis

- 7.1.1 Pelajar hendaklah menulis tesis mengikut Garis Panduan Penyerahan dan Penulisan Tesis/Disertasi Gaya UMS yang sedang digunapakai oleh Universiti Malaysia Sabah.
- 7.1.2 Pelajar tidak boleh menggunakan semula tesis hasil pengajiannya dari universiti lain.

7.2 Notis Penyerahan Tesis

- 7.2.1 Pelajar hendaklah melengkapkan dan menyerahkan Notis Penyerahan Tesis kepada Dekan Pusat Pengajian Pascasiswazah dalam tempoh tiga (3) bulan sebelum menyerahkan tesis untuk pemeriksaan.
- 7.2.2 Tempoh sah laku Notis adalah selama enam (6) bulan dari tarikh Notis Penyerahan Tesis diterima oleh Pusat Pengajian Pascasiswazah.
- 7.2.3 Kegagalan pelajar untuk menyerahkan tesis mengikut tempoh masa yang ditetapkan akan menyebabkan notis yang dihantar sebelum ini terbatal, dan pelajar dikehendaki menyerahkan notis baharu.
- 7.2.4 Pelajar dikehendaki berstatus Pelajar Aktif Berdaftar semasa mengemukakan Notis Penyerahan Tesis.

7.3 Penyerahan Tesis Untuk Pemeriksaan

- 7.3.1 Pelajar perlu melakukan semakan pruf teks berhubung penggunaan bahasa dalam tesis sebelum menghantar tesis untuk pemeriksaan.
- 7.3.2 Pelajar Sarjana/Sarjana Falsafah hendaklah menyerahkan tiga (3) salinan tesis dan pelajar Ijazah Kedoktoran hendaklah menyerahkan empat (4) salinan tesis kepada Pusat Pengajian Pascasiswazah setelah Jawatankuasa Pemeriksa disahkan oleh JKP.
- 7.3.3 Pelajar hendaklah menyerahkan satu (1) salinan Laporan Semakan Plagiarisme yang telah diperakukan oleh Fakulti/Pusat/Institut.

7.4 Penyerahan Tesis Selepas Viva voce

- 7.4.1 Pelajar hendaklah menyerahkan tesis selepas pembedulan dalam tempoh yang telah ditetapkan kepada Pusat Pengajian Pascasiswazah untuk pemeriksaan format.
- 7.4.2 Pelajar boleh memohon untuk pelanjutan tempoh penyerahan tesis selama tiga (3) bulan sahaja. Permohonan hendaklah dibuat melalui Penjelia dan dimajukan kepada Dekan Pusat Pengajian Pascasiswazah untuk kelulusan.
- 7.4.3 Kegagalan membuat pembedulan dan menyerahkan tesis dalam tempoh yang ditetapkan akan diberi keputusan gagal.

7.5 Penyerahan Akhir Tesis

- 7.5.1 Setelah mendapat perakuan terhadap pembetulan dan format tesis dari Pusat Pengajian Pascasiswazah, pelajar dikehendaki menyerahkan satu (1) naskhah tesis / disertasi berjilid keras dan satu (1) keping salinan cakera padat (CD) mengandungi tesis dalam format PDF kepada Pusat Pengajian Pascasiswazah.
- 7.5.2 Semua tesis/disertasi adalah hakmilik Universiti.

BAHAGIAN 8 – PENILAIAN AKHIR

8.1 Penilaian Akhir

- 8.1.1 Penilaian akhir bagi pelajar terdiri daripada Penilaian Tesis dan sesi Viva voce.
- 8.1.2 Penilaian Tesis hendaklah dilaksanakan oleh:
- (a) (i) seorang (1) Pemeriksa Luar dan dua (2) orang Pemeriksa Dalam bagi pelajar Ijazah Kedoktoran.
 - (ii) dua (2) orang Pemeriksa Luar dan seorang (1) Pemeriksa Dalam jika pelajar Ijazah Kedoktoran merupakan kakitangan Universiti.
 - (b) Seorang (1) Pemeriksa Luar dan seorang (1) Pemeriksa Dalam untuk pelajar Sarjana.
- 8.1.3 Sesi Viva voce hendaklah dilaksanakan oleh Jawatankuasa Viva voce setelah penilaian ke atas tesis dibuat oleh Pemeriksa Luar dan Pemeriksa Dalam mengikut subkaedah 8.1.2.

8.1A Kriteria pelantikan Pemeriksa Dalam dan Luar

- (a) Pemeriksa mestilah mempunyai kelulusan akademik tidak kurang daripada Penyelia; atau
- (b) Pemeriksa yang tidak memenuhi kriteria subsekyen 8.1A (a) di atas, perlu mempunyai pengalaman yang mencukupi dalam bidang berkaitan dan pelantikan adalah tertakluk kepada kelulusan Senat; dan
- (c) Pemeriksa hendaklah dari bidang yang berkaitan dengan kajian pelajar; dan
- (d) Pemeriksa pernah menyelia pelajar dari peringkat yang setaraf; dan
- (e) Pemeriksa hendaklah mempunyai pengalaman penyelidikan dan telah menghasilkan penerbitan dalam bidang yang berkaitan.
- (e) Pemeriksa dari industri adalah dikecualikan daripada kriteria subsekyen 8.1A (d) dan 8.1A (e) di atas.

8.2 Jawatankuasa Sesi Viva voce

8.2.1 Jawatankuasa Viva voce hendaklah terdiri daripada:

- (a) Dekan Pusat Pengajian Pascasiswazah atau wakil yang dilantik sebagai Pengerusi.
- (b) Pemeriksa Dalam dan/atau Pemeriksa Luar seperti subkaedah 8.1.2.
- (c) Dekan Fakulti/Pusat/Akademi atau Pengarah Institut atau wakil di mana pelajar berdaftar.

8.3 Viva voce

8.3.1 Sesi Viva voce akan diadakan setelah semua laporan pemeriksa diterima.

8.3.2 Sesi Viva voce hanya boleh diadakan sekiranya Pengerusi Jawatankuasa Pemeriksaan Tesis, Dekan atau Pengarah atau wakil dan sekurang-kurangnya seorang pemeriksa hadir. Penyelia adalah dijemput sebagai pemerhati. Sesi Viva voce akan diurus setiakan oleh wakil yang dilantik.

8.3.3 Sesi Viva voce hanya boleh diadakan sekiranya ahli-ahli Jawatankuasa Viva voce yang dinyatakan dalam subkaedah 8.2.1 di atas hadir.

8.3.4 -Dibatalkan-

8.3.5 Sekiranya Pengerusi Sesi Viva voce tidak dapat hadir atas perkara-perkara yang tidak dapat dielakkan, maka Dekan Pusat Pengajian Pascasiswazah akan melantik Pengerusi yang baharu.

8.3.6 Pelajar akan diberi keputusan Lulus jika semua ahli jawatankuasa Viva voce berpuashati dengan tesis pelajar dan keupayaan pelajar mempertahankan tesisnya.

8.3.7 Pelajar yang gagal menghadiri Sesi Viva voce tanpa sebarang alasan munasabah akan dianggap gagal dalam peperiksaan tersebut.

8.3.8 Sesi Viva voce ulangan hanya dibenarkan sebanyak satu (1) kali sahaja.

8.3.9 Sesi Viva voce secara atas talian adalah dibenarkan dengan alasan yang munasabah.

8.4 Keputusan Penilaian Sesi Viva voce

8.4.1 Pemakluman keputusan Penilaian Sesi Viva voce adalah berdasarkan kepada kategori berikut:

- (a) **Lulus**
Calon dianugerahi Ijazah Doktor Falsafah/Sarjana. Hanya melibatkan pembedulan tipografi/format. Calon hendaklah menghantar tesis yang telah diperbaiki dan diperakukan oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dalam tempoh maksimum satu (1) bulan selepas tarikh Viva voce diadakan.
- (b) **Lulus Dengan Pembedulan Minor - 3 Bulan**
Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembedulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa. Calon hendaklah menghantar tesis yang telah diperbaiki dan

diperakukan oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dalam tempoh maksimum tiga (3) bulan selepas tarikh Viva voce diadakan.

(c) **Lulus dengan Pembedulan Major – 6 Bulan**

Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembedulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa. Pelajar hendaklah menghantar tesis yang telah diperbaiki dan diperakukan oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dalam tempoh maksimum enam (6) bulan selepas tarikh Viva voce diadakan.

(d) **Penilaian Semula Tanpa Viva Voce**

Calon dibenarkan menyerahkan semula tesis untuk pemeriksaan selepas calon membuat perubahan/pembedulan kepada tesis seperti dikehendaki dalam laporan Panel Pemeriksa. Pelajar hendaklah menghantar tesis yang telah diperbaiki dan diperakukan oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dalam tempoh dua belas (12) bulan dari selepas tarikh viva voce diadakan. Tesis **PERLU** diperiksa semula **tanpa menjalani** Viva voce.

(e) **Penilaian Semula Dengan Viva Voce**

Calon dibenarkan menyerahkan semula tesis untuk pemeriksaan selepas calon membuat perubahan/pembedulan kepada tesis seperti dikehendaki dalam laporan Panel Pemeriksa. Pelajar hendaklah menghantar tesis yang telah diperbaiki dan diperakukan oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dalam tempoh dua belas (12) bulan dari selepas tarikh Viva voce diadakan. Tesis **PERLU** diperiksa semula dan pelajar perlu **menjalani** Viva voce.

(f) **Gagal**

Calon tidak layak dianugerahi Ijazah Doktor Falsafah/Sarjana dan juga tidak dibenarkan untuk menyerahkan semula tesis.

8.4.2 Bagi pelajar yang mendapat keputusan Penilaian Semula Tanpa Viva Voce dan perlu melalui Mesyuarat Jawatankuasa Khas Pemeriksaan Semula Tesis, keputusan yang diterima hanya Lulus atau Gagal sahaja.

8.5 Rayuan Keputusan Sesi Viva voce

8.5.1 Rayuan keputusan Viva voce hanya boleh dibuat sekiranya pelajar tidak berpuashati dengan keputusan yang diberikan dan perlu mengemukakan alasan yang kukuh.

8.5.2 -Dibatalkan-

8.5.3 Rayuan hendaklah dikemukakan kepada Dekan Pusat Pengajian Pascasiswazah dalam tempoh 30 hari selepas tarikh Sesi Viva voce pertama.

8.5.4 Keputusan rayuan adalah muktamad.

BAHAGIAN 9 – STATUS PENGAJIAN

9.1 Status Pengajian (Secara Penyelidikan)

Status pengajian pelajar dikategorikan seperti berikut:

- 9.1.1 "Tanggung Pengajian" Pelajar yang diluluskan untuk menanggung pengajian mengikut kaedah
- 9.1.2 "Tanggung Pengajian (Masalah Kesihatan)" Pelajar yang diluluskan untuk menanggung pengajian disebabkan masalah kesihatan mengikut kaedah 4.4.
- 9.1.3 "Gantung Pengajian (Tidak Mendaftar Kursus)" Pelajar digantung pengajian mengikut kaedah 4.5.
- 9.1.4 "Tarik Diri dari Pengajian" Pelajar menarik diri dari pengajian.
- 9.1.5 "Gagal dan Berhenti" Gagal dan diberhentikan dari pengajian:
 - (a) Jika pelajar gagal dalam penilaian tesis mengikut subkaedah 8.4.1 (f).
 - (b) Jika pelajar gagal membuat pembetulan dan menyerahkan tesis dalam tempoh yang ditetapkan mengikut subkaedah 7.4.3.
 - (c) Jika pelajar mendapat status Lulus Bersyarat sebanyak dua (2) semester berturut-turut.
- 9.1.6 "Diberhentikan (Tatatertib)" diberhentikan dari pengajian:
 - (a) Jika pelajar yang tidak mendaftar selama dua (2) semester berturut-turut (subkaedah 4.2.6).
 - (b) Jika pelajar gagal menamatkan pengajian dalam tempoh yang ditetapkan.
 - (c) Jika pelajar dipecat dari Universiti mengikut Kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) 1999 (P.U.A 210).

BAHAGIAN 10 – PENGAKTIFAN SEMULA STATUS PELAJAR

10.1 -Dibatalkan-

10A.1 Rayuan Meneruskan Pengajian

10A.1.1 Pelajar yang mendapat status diberhentikan daripada pengajian mengikut subkaedah 4.2.6 atau subkaedah 9.1.5 atau 9.1.6 boleh membuat rayuan untuk meneruskan pengajian dan hendaklah membayar:

- (a) Bayaran proses permohonan sebanyak RM300.
- (b) Yuran pengajian semester yang tidak berdaftar.

10A.1.2 Bagi maksud subkaedah 10A.1.1 di atas pelajar boleh membuat rayuan berkenaan satu (1) kali sahaja sepanjang tempoh pengajian.

10A.1.3 Keputusan permohonan rayuan pelajar adalah tertakluk kepada kelulusan JKP.

10A.1.4 Keputusan JKP di bawah subkaedah 10A.1.3 adalah muktamad dan tidak boleh dirayu semula.

BAHAGIAN 11 – PENGIJAZAHAN

11.1 Syarat Pengurniaan Ijazah

11.1.1 Pelajar layak dikurniakan Ijazah setelah memenuhi semua syarat pengijazahan Pengajian Pascasiswazah termasuklah:

- (a) Memenuhi syarat yang telah ditentukan oleh pihak Pusat Pengajian Pascasiswazah.
- (b) Lulus Peperiksaan Lisan (*Viva voce*) yang telah diperakukan oleh JKP dan disahkan oleh Senat.
- (c) Menyerahkan tesis berkulit keras dan satu (1) salinan dalam bentuk cakera padat dalam tempoh yang ditetapkan oleh Ahli Jawatankuasa Peperiksaan Lisan (*Viva voce*).
- (d) Melunaskan segala bentuk hutang dan liabiliti kepada Universiti sepanjang tempoh pengajian.
- (e) memenuhi kaedah 7.5 (Penyerahan Akhir Tesis).
- (f) Pelajar Ijazah Sarjana perlu menghasilkan sekurang-kurangnya:
 - i. Sains - satu (1) artikel berindeks Scopus/WoS/ERA (sekurang-kurangnya status "diterima");
 - ii. Sastera – satu (1) artikel berindeks MyCite/Scopus/ WoS /ERA (sekurang-kurangnya status "diterima"); dan
 - iii. membentang (oral/poster) dalam mana-mana persidangan.
- (g) Pelajar Ijazah Kedoktoran perlu menghasilkan sekurang-kurangnya:
 - i. Sains – dua (2) artikel berindeks Scopus/ WoS /ERA (sekurang-kurangnya status "diterima")
 - ii. Sastera - satu (1) artikel dalam MyCite dan satu (1) artikel dalam Scopus/ WoS /ERA (sekurang-kurangnya status "diterima"); dan
 - iii. membentang (oral/poster) dalam mana-mana persidangan
- (h) Syarat-syarat seperti di atas perlu dipenuhi oleh pelajar dengan menghantar dokumen bukti semasa penghantaran Borang Penyerahan Tesis/Disertasi Selepas Pembetulan untuk tujuan pengijazahan.

11.1.2 Subkaedah 11.1.1(f) dan 11.1.1(g) hanya terpakai kepada pelajar bermula ambilan Semester 2 Sesi 2020/2021.

11.2 -Dibatalkan-

11A.2 Penganugerahan Akademik Secara Aegrotat dan Anumerta

11A.2.1 Bagi maksud kaedah ini:

- (a) Penganugerahan akademik secara aegrotat (*Compassionate Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada pelajar yang hilang keupayaan secara kekal.
- (b) Penganugerahan akademik anumerta (*Posthumous Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada seorang pelajar yang telah meninggal dunia.

11A.2.2 Pelajar boleh diberi status tamat secara Aegrotat atau Anumerta tertakluk dengan syarat-syarat berikut :

- (a) Berstatus 'Lulus' pada semester akhir sebelum kematian atau hilang upaya secara kekal; dan
- (b) Telah lulus sekurang-kurangnya 75% daripada kredit keseluruhan program pengajian.
- (c) Telah menghantar draf tesis untuk pemeriksaan Viva voce.

11A.2.3 Senat boleh memberikan pengecualian terhadap syarat-syarat yang dinyatakan pada subkaedah 11A.2.2.

BAB C – PENGAJIAN PASCASISWAZAH SECARA KERJA KURSUS

BAHAGIAN 12 – KEMASUKAN KE UNIVERSITI

12.1 Syarat Kemasukan Diploma Pascasiswazah

- 12.1.1 Calon yang ingin memohon program pengajian Diploma Pascasiswazah hendaklah memenuhi syarat-syarat berikut:
- (a) Lulus Sarjana Muda dalam bidang yang berkaitan dengannya dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh Senat dan mendapat PNGK minimum 2.50; atau
 - (b) Lulus Sarjana Muda dalam bidang yang berkaitan dengannya tetapi tidak mencapai PNGK 2.50, boleh diterima masuk tertakluk kepada pengalaman minimum lima (5) tahun bekerja dalam bidang yang relevan; atau
 - (c) Syarat-syarat lain yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut yang diterima oleh Senat.

12.2 Syarat Kemasukan Ijazah Sarjana Secara Kerja Kursus

- 12.2.1 Calon yang ingin memohon program pengajian Ijazah Sarjana hendaklah memenuhi syarat-syarat berikut:
- (a) Lulus Ijazah Sarjana Muda dalam bidang yang berkaitan dengannya dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh Senat dan mendapat PNGK minimum 2.50; atau
 - (b) Lulus Sarjana Muda dalam bidang yang berkaitan dengannya tetapi tidak mencapai PNGK 2.50, boleh diterima masuk tertakluk kepada pengalaman minimum lima (5) tahun bekerja dalam bidang yang relevan; atau
 - (ba) Lulus Ijazah Sarjana Muda dengan PNGK minimum 2.50 tetapi dalam bidang atau pengalaman kerja yang tidak berkaitan dengan bidang yang dipohon, calon perlu lulus kursus prasyarat yang ditentukan oleh Fakulti/Pusat/Akademi/Institut dengan PNGK kemasukan berdasarkan subkaedah 12.2.1 (a) dan (b) di atas; atau
 - (c) Lulus APEL (tertakluk program yang dibenarkan oleh pihak MQA); atau
 - (d) –Dibatalkan-
- 12.2.2 Calon yang ingin memohon program pengajian Ijazah Sarjana Kesihatan Awam hendaklah memenuhi syarat-syarat berikut:
- (a) Lulus Ijazah Doktor Perubatan atau yang setara dengannya dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh Senat dan mendapat PNGK minimum 2.50 atau setaraf; dan mempunyai pengalaman selama sekurang-kurangnya setahun sebagai Pegawai Perubatan (selepas latihan siswazah) dan sebolehnya mempunyai pengalaman sekurang-kurangnya selama setahun dalam kesihatan awam; atau

- (b) Lulus Ijazah Doktor Perubatan (MD, MBBS) atau yang setara dengannya dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh Senat (Level 6 KKM); dan mencapai PNGK kurang dari 2.50 dan minimum pengalaman lima (5) tahun bekerja (termasuk latihan siswazah) atau yang setara dengannya.

12.3 -Dibatalkan-

12.4 -Dibatalkan-

12.5 Keperluan Bahasa

- 12.5.1 Calon antarabangsa dari negara yang tidak menggunakan bahasa Inggeris sebagai bahasa pengantar hendaklah mendapat sekurang-kurangnya:
 - (a) Band 5 dalam Ujian Bahasa Inggeris IELTS (*International English Language Testing System*) atau mendapat skor 500 (Bertulis)/42 (atas talian) dalam ujian TOEFL (*Test of English as a Foreign Language*); atau
 - (b) Perlu mengikuti *Certificate in Progressive English Programme* (PEP) selama enam (6) bulan dengan had tempoh masa selama dua (2) tahun maksimum dan Lulus MUET Band 3; atau
 - (c) -Dibatalkan-
 - (d) Band 3 peperiksaan MUET
- 12.5.2 Subkaedah 12.5.1 tidak terpakai bagi calon yang mendapat Ijazah Sarjana Muda dari institusi pengajian tinggi yang menggunakan Bahasa Inggeris sebagai bahasa pengantar dengan syarat calon hendaklah mengemukakan dokumen sokongan daripada institusi pengajian tinggi masing-masing.
- 12.5.3 Calon antarabangsa yang memperolehi ijazah dari mana-mana universiti di Malaysia adalah tidak tertakluk kepada subkaedah 12.5.1
- 12.5.4 Subkaedah 12.5.1 juga tidak terpakai bagi calon antarabangsa dari negara yang tidak menggunakan bahasa Inggeris sebagai bahasa pengantar yang memohon program pengajian Ijazah Sarjana Kesihatan Awam. Calon hendaklah mendapat sekurang-kurangnya Band 6 dalam Ujian Bahasa Inggeris IELTS (*International English Language Testing System-Academic*) atau mendapat skor 550 (Bertulis) atau setara (atas talian) dalam ujian TOEFL (*Test of English as a Foreign Language*).

12.6 Tawaran Kemasukan Bersyarat

- 12.6.1 Calon boleh diberikan tawaran bersyarat jika tidak memenuhi kaedah 12.1 atau 12.2 atau 12.3 tetapi berada pada semester akhir pengajian prasiswazah tertakluk kepada PNGK dan kelayakan akhir setaraf yang diperolehinya adalah memenuhi syarat kemasukan.
- 12.6.2 Calon yang diberikan tawaran bersyarat akan diberi tawaran kemasukan penuh selepas menunjukkan bukti telah memenuhi kaedah 12.1 atau 12.2 atau 12.3 atau 12.4 sebelum atau pada hari pendaftaran.
- 12.6.3 Tawaran kemasukan bersyarat akan terbatal sekiranya calon gagal mengemukakan bukti kelayakan yang dikehendaki dalam tempoh masa yang telah ditetapkan.

12.7 Tempoh Sahlaku Tawaran Kemasukan

12.7.1 Tawaran kemasukan hanya sah untuk semester yang ditawarkan sahaja.

12.7.2 Tawaran bagi calon yang gagal mendaftar akan terbatal secara automatik dan perlu membuat permohonan kemasukan baru.

BAHAGIAN 13 – STRUKTUR PROGRAM

13.1 Komponen Kursus

13.1.1 Pelajar hendaklah mengikuti kursus-kursus yang ditetapkan oleh program pengajian masing-masing terdiri daripada:

- (a) Kursus Teras Fakulti; atau
- (b) Kursus Teras Program; atau
- (c) Kursus Minor; atau
- (d) Kursus Elektif.

13.1.2 Nisbah kerja kursus dan penyelidikan yang perlu diikuti oleh pelajar bagi program Pascasiswazah adalah seperti berikut:

- (a) Diploma Pascasiswazah (100% Kerja Kursus).
- (b) Ijazah Kedoktoran dan Ijazah Sarjana Secara Kerja Kursus (nisbah Kerja Kursus : Penyelidikan adalah dalam julat 70:30).
- (c) -Dibatalkan-

13.2 Tempoh Pengajian Yang Dibenarkan

13.2.1 Tertakluk kepada ketetapan dan kelulusan yang diberikan oleh Agensi Kelayakan Malaysia, tempoh pengajian yang dibenarkan adalah seperti dalam jadual di bawah dan tidak terpakai untuk Ijazah Sarjana Kesihatan Awam :

Peringkat Pengajian	Sepenuh Masa		Separuh Masa	
	Minimum	Maksimum	Minimum	Maksimum
Diploma Pascasiswazah	2 semester	4 semester	3 semester	6 semester
Ijazah Sarjana	2 semester	6 semester	4 semester	8 semester
Ijazah Kedoktoran	6 semester	10 semester	8 semester	12 semester

13.2.2 Kegagalan untuk melengkapkan pengajian dalam tempoh yang ditetapkan akan menyebabkan status pelajar diberhentikan tanpa pemberitahuan bertulis daripada pihak Universiti.

13.3 Jumlah Jam Kredit Untuk Bergraduat

13.3.1 Pelajar hendaklah Lulus sejumlah jam kredit mengikut struktur program seperti yang ditetapkan oleh Senat:

- (a) Diploma Pascasiswazah minimum 30 jam kredit.
- (b) Ijazah Sarjana minimum 40 jam kredit.
- (c) Ijazah Kedoktoran minimum 80 jam kredit.

BAHAGIAN 14 – PENDAFTARAN

14.1 Pendaftaran Kemasukan

14.1.1 Calon yang telah ditawarkan hendaklah mendaftar dalam tempoh yang ditetapkan oleh pihak Universiti.

14.1.2 Pelajar antarabangsa hanya dibenarkan untuk mendaftar dengan jenis pendaftaran Sepenuh Masa sahaja.

14A.1 Pendaftaran Pelajar Semasa

14A.1.1 Pelajar yang mendaftar lewat pada minggu ke-3 dan ke-4 perlu membayar denda lewat sebanyak RM200.

14.2 Pendaftaran Kursus

14.2.1 Pelajar diwajibkan membayar yuran dan mendaftar kursus pada setiap semester dalam tempoh dua (2) minggu dari tarikh pendaftaran yang ditetapkan oleh Universiti.

14.2.1A Pelajar yang gagal berbuat demikian hendaklah membayar sebanyak RM50 bagi setiap kursus yang ingin didaftarkan setelah mendapat kelulusan Dekan Fakulti/Pusat/Akademi atau Pengarah Institut yang berkaitan.

14.2.2 Pelajar yang gagal mendaftar dalam tempoh yang ditetapkan akan diberikan status "Gantung Pengajian".

14.2.3 Pelajar bertanggungjawab menyemak pendaftaran kursus pada setiap semester dan membuat pembetulan pada tempoh ditetapkan.

14.2.4 Semua kursus yang telah didaftar pada sesuatu semester akan dibatalkan sekiranya pelajar telah diluluskan untuk menangguhkan pengajian pada semester berkenaan di bawah kaedah 14.12.

14.2.5 -Dibatalkan-

14.2.6 Pelajar semasa tidak dibenarkan mendaftar pada semester seterusnya sehingga semua yuran tertunggak dijelaskan.

14.2.7 Pelajar yang tidak mendaftar selepas minggu ke-4 pada setiap semester akan diberikan

status "Gantung Pengajian" tanpa pemberitahuan secara bertulis daripada pihak Universiti.

14.2.8 Pelajar yang tidak mendaftar selama dua (2) semester berturut-turut akan diberhentikan pengajian tanpa pemberitahuan secara bertulis daripada pihak Universiti.

14.2.9 -Dibatalkan-

14.3 Pendaftaran Kursus Prasyarat

14.3.1 -Dibatalkan-

14.3.2 Keputusan kursus prasyarat tidak diambil kira untuk menentukan purata nilai gred pengajian pelajar.

14.4 -Dibatalkan-

14.5 Pendaftaran Kursus Audit

14.5.1 Pelajar boleh mendaftar untuk mengikuti mana-mana kursus secara audit.

14.5.2 Kursus-kursus yang didaftar secara audit tidak dikira dalam menentukan purata nilai gred.

14.5.3 Pelajar yang mengikuti kursus secara audit diperlukan memenuhi kaedah-kaedah berkaitan kehadiran kuliah, peperiksaan dan lain-lain.

14.6 -Dibatalkan-

14.7 Jumlah Jam Kredit Yang Perlu Diambil

14.7.1 Pelajar boleh memohon untuk mendaftar jumlah jam kredit pada sesuatu semester seperti jadual di bawah:-

Peringkat Pengajian	Jenis Pendaftaran			
	Sepenuh Masa		Separuh Masa	
	Minimum	Maksimum	Minimum	Maksimum
Diploma Pascasiswazah	8 jam kredit	16 jam kredit	6 jam kredit	10 jam kredit
Ijazah Sarjana	9 jam kredit	20 jam kredit	6 jam kredit	12 jam kredit
Ijazah Kedoktoran	10 jam kredit	20 jam kredit	8 jam kredit	14 jam kredit

14.7.2 Kiraan had kredit untuk tujuan pendaftaran adalah tidak termasuk Disertasi / Projek Penyelidikan/ Praktikum/ *Internship*/ Latihan Mengajar.

14.8 Gugur Dan/Atau Tambah Kursus

14.8.1 Pelajar boleh memohon untuk gugur dan/atau tambah mana-mana kursus yang telah didaftarkan pada semester berkenaan pada minggu ke-2 sehingga minggu ke-4 setiap semester.

14.9 Tarik Diri Dari Kursus

14.9.1 Pelajar boleh memohon untuk tarik diri dari mana-mana kursus yang telah didaftarkan pada semester berkenaan pada minggu ke-5 sehingga minggu ke-8 semester berkenaan. Yuran tidak akan dikembalikan bagi kes ini.

14.10 Pendaftaran semester pendek

14.10.1 Pelajar hanya dibenarkan mendaftar tidak melebihi sembilan (9) jam kredit.

14.10.2 Proses gugur dan/atau tambah kursus semasa semester pendek adalah tidak dibenarkan.

14.11 Pendaftaran Kursus Ulangan

14.11.1 Pelajar dibenarkan mendaftar kursus ulangan sekiranya :

- (a) Pelajar yang gagal dalam mana-mana kursus yang telah diambil; atau
- (b) Mendapat Gred B- atau C+ bagi kursus yang telah diambil untuk memperbaiki gred kursus tersebut dan hanya dibenarkan sekali sahaja dalam tempoh pengajian.

14.11.2 Pelajar dibenarkan menggantikan kursus tersebut dengan kursus yang lain jika kursus adalah merupakan kursus elektif.

14.11.3 Subkaedah 14.11.1 dan subkaedah 14.11.2 adalah tidak terpakai kepada pelajar program pengajian Ijazah Sarjana Kesihatan Awam dan Doktor Kesihatan Awam.

14.12 Penangguhan Pengajian

14.12.1 Permohonan penangguhan boleh dibuat sebelum semester baru bermula atau selewat-lambatnya pada minggu ke-2 pada semester yang hendak ditangguh. Permohonan yang dibuat selepas minggu ke-2 hanya akan dipertimbangkan atas sebab-sebab kesihatan sahaja dengan syarat disahkan oleh Doktor Panel yang dilantik oleh Universiti atau mana-mana hospital kerajaan atau sebab-sebab lain yang munasabah.

14.12.2 Permohonan penangguhan hendaklah disokong oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut untuk kelulusan Dekan Pusat Pengajian Pascasiswazah/Pengarah Pusat Luar UMS.

14.12.3 Pelajar tidak dibenarkan untuk menangguh pengajian melebihi dua (2) semester berturut-turut sepanjang tempoh pengajian kecuali atas sebab-sebab kesihatan dengan syarat disahkan oleh Doktor Panel yang dilantik oleh Universiti atau mana-mana hospital kerajaan atau sebab-sebab lain yang munasabah.

14.12.4 Kelulusan penangguhan pengajian adalah berdasarkan permohonan dari semester ke semester.

14.12.4A Pelajar yang telah membayar yuran pengajian pada semester semasa tetapi telah diluluskan menangguhkan pengajian pada semester tersebut, maka yuran pengajian yang telah dibayar itu akan dibawa ke semester berikutnya

14.12.5 Pelajar yang diluluskan penangguhan pengajian adalah dianggap sebagai pelajar tidak aktif berdaftar pada semester berkenaan dan tidak layak menggunakan sebarang

kemudahan yang disediakan oleh pihak Universiti kecuali untuk mendapatkan nasihat bagi menyambung semula pengajiannya.

14.12.6 Penangguhan ini tidak diambil kira dalam tempoh pengiraan tempoh pengajian pelajar seperti yang ditetapkan dalam kaedah 13.2.

14.13 Penggantungan Pengajian

14.13.1 Pelajar akan diberi status gantung pengajian jika:

- (a) Gagal mendaftar pada mana-mana semester dalam tempoh yang ditetapkan: atau
- (b) Didapati bersalah oleh Jawatankuasa Tatatertib Pelajar Universiti dan dihukum dibawah Kaedah 48(d) Kaedah-Kaedah Universiti Malaysia Sabah (Tatatertib Pelajar) 1999 (P.U.(A) 210/1999).
- (c) Didapati melanggar subseksyen 15D(1) dan (7) Akta Universiti dan Kolej Universiti 1971 (Akta 30).

14.13.2 Tempoh penggantungan pengajian adalah diambilkira dalam pengiraan tempoh pengajian pelajar yang ditetapkan dalam kaedah 13.2.

14.13.3 Pelajar yang mendapat status gantung pengajian di bawah subkaedah 14.13.1(a) hendaklah mengaktifkan status pengajian pada semester berikutnya dengan membayar yuran pemprosesan sebanyak sebanyak RM200.

14.13.4 -Dibatalkan -

14.14 Pertukaran Jenis Pendaftaran

14.14.1 Pelajar boleh memohon kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dan memaklumkan kepada Dekan Pusat Pengajian Pascasiswazah untuk menukar jenis pendaftaran dari sepenuh masa ke separuh masa atau sebaliknya. Permohonan ini hanya dibenarkan sekali sahaja di sepanjang tempoh pengajian yang ditetapkan.

14.14.2 Kelulusan permohonan adalah tertakluk kepada baki tempoh pengajian maksimum bagi jenis pendaftaran yang dipohon.

14.14.3 -Dibatalkan-

14.15 Pertukaran Program Pengajian

14.15.1 Pelajar boleh memohon pertukaran Program Pengajian dalam semester pertama.

14.15.2 Kelulusan pertukaran program pengajian adalah tertakluk kepada kelulusan JKP.

14.15.3 Permohonan hanya boleh dibuat sekali sepanjang pengajian kecuali atas sebab-sebab lain yang diperakukan oleh JKP.

BAHAGIAN 15 – PEMINDAHAN KREDIT

15.1 Permohonan Pemindahan Kredit

15.1.1 -Dibatalkan-

15.1.2 Pelajar boleh memohon pemindahan kredit jika memenuhi syarat-syarat berikut:

- (a) Bagi pelajar yang berpindah ke Universiti:
 - i. kursus-kursus yang hendak dipindahkan kredit hendaklah yang telah diambil di peringkat Ijazah dan program yang setara; dan
 - ii. memperoleh sekurang-kurangnya Gred B pada kursus-kursus yang telah diambil di peringkat Ijazah dan program yang setara sahaja.
- (b) Bagi pelajar yang bertukar program hendaklah mendapat sekurang-kurangnya Gred B bagi kursus-kursus yang berkaitan.
- (c) Pelajar yang terlibat dalam program mobiliti *outbound* boleh memohon untuk memindahkan kredit yang telah diperoleh bagi kursus yang setara dengan kursus yang perlu diikuti.

15.1.3 Kursus yang boleh dipindahkan kredit hendaklah daripada program yang telah mendapat perakuan akreditasi daripada MQA dan telah disenarai dalam MQR.

15.1.4 Permohonan hendaklah dikemukakan dalam tempoh empat (4) minggu pertama pada semester pertama pengajiannya di Universiti.

15.1.5 Kandungan kursus yang diambil terdahulu hendaklah sekurang-kurangnya 80% setara dengan kursus yang dipohon pemindahannya di Universiti.

15.1.6 Jumlah kredit yang dibenarkan untuk pemindahan hendaklah tidak melebihi satu pertiga (1/3) daripada jumlah kredit pengajian yang diikuti di Universiti.

15.1.7 Walau apa pun yang dinyatakan pada subkaedah 15.1.6, jumlah pemindahan jam kredit yang boleh diluluskan bagi pelajar yang bertukar dalam Universiti adalah tidak terhad tetapi tertakluk kepada syarat pemindahan kredit pada subkaedah 15.1.2(b)

15.1.8 Setiap permohonan pemindahan jam kredit akan dikenakan yuran pemprosesan sebanyak RM300 bagi setiap kursus.

BAHAGIAN 16 – YURAN

16.1 Pembayaran Yuran

16.1.1 Pelajar wajib membayar semua yuran yang berkaitan setiap semester.

16.1.2 Semua yuran hendaklah dibayar pada waktu pendaftaran.

16.1.3 -Dibatalkan-

16.1.4 Jumlah yuran adalah tertakluk kepada perubahan dari semasa ke semasa tanpa pemberitahuan awal daripada pihak Universiti.

16.2 Pengembalian Yuran

16.2.1 Pengembalian yuran bagi permohonan menarik diri dari pengajian adalah tertakluk kepada jadual berikut :

Bil.	Perkara	Tempoh tarik diri	
		2 minggu pertama semester	Selepas 2 minggu semester
1.	Yuran Pendaftaran, Kad Pelajar Insuran dan Yuran Persatuan	Luput	Luput
2.	Yuran Pengajian	Dikembalikan	Luput

BAHAGIAN 17 – PENILAIAN DAN PEPERIKSAAN

17.1 Penilaian

17.1.1 Setiap kursus yang dijalankan hendaklah mempunyai kaedah penilaian berterusan dan/atau peperiksaan akhir.

17.1.2 Penilaian terhadap setiap kursus dibuat secara berterusan berdasarkan kerja kursus, peperiksaan akhir dan bentuk lain yang dibuat dalam sesuatu semester pengajian menurut kaedah yang ditentukan oleh Fakulti/Pusat/Akademi/Institut tertakluk kepada kelulusan JKP.

17.1.3 Penilaian bagi disertasi/projek penyelidikan/praktikum/*internship*/latihan mengajar adalah menurut kaedah yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut tertakluk kepada kelulusan JKP.

17.1.4 Bagi kursus yang dinilai berdasarkan kerja kursus bersama peperiksaan akhir semester, wajaran kerja kursus hendaklah tidak kurang daripada 50% markah keseluruhan, manakala wajaran peperiksaan akhir hendaklah dinilai tidak kurang dari 30% dan tidak lebih daripada 50%.

17.1.5 Setiap disertasi/projek penyelidikan/praktikum/*internship*/latihan mengajar akan diperiksa oleh sekurang-kurangnya dua (2) orang Pemeriksa termasuklah penyelia bagi pelajar Ijazah Sarjana Kerja Kursus.

17.1.6 -Dibatalkan-

17.1.7 -Dibatalkan-

17.2 Keperluan Peperiksaan

17.2.1 Dekan Fakulti/Pusat/Akademi atau Pengarah Institut boleh menghalang pelajar daripada menduduki peperiksaan jika pelajar tidak hadir kuliah melebihi 30% daripada jumlah

kehadiran yang telah ditetapkan tanpa kebenaran Dekan Fakulti/Pusat/Akademi atau Pengarah Institut.

17.2.2 Senat boleh menentukan apa-apa cara dan kaedah sesuatu peperiksaan akhir itu dilaksanakan.

17.3 Penangguhan Peperiksaan Akhir

17.3.1 Pelajar yang mengalami masalah kesihatan sewaktu peperiksaan akhir semester hendaklah memohon kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut berkenaan untuk menangguhkan peperiksaan. Permohonan tersebut hendaklah dibuat dalam tempoh empat puluh lapan (48) jam selepas peperiksaan diadakan. Permohonan mestilah disertakan surat pengesahan Pegawai Perubatan Universiti atau Hospital Kerajaan.

17.3.2 Ibu bapa atau waris seseorang pelajar yang menghadapi masalah kesihatan kritikal semasa peperiksaan akhir boleh memohon bagi pihak pelajar berkenaan dengan menyertakan perakuan daripada Pegawai Perubatan Universiti atau Hospital Kerajaan kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut berkenaan pelajar itu untuk menangguhkan peperiksaan dalam tempoh yang munasabah.

17.4 Peperiksaan Gantian

17.4.1 Bagi kes penangguhan pada kaedah 17.3, Fakulti/Pusat/Akademi/Institut akan menetapkan tarikh peperiksaan gantian mengikut kesesuaian.

17.4.2 Sekiranya pelajar masih tidak dapat hadir mengikuti peperiksaan gantian pada tarikh yang ditetapkan tanpa alasan munasabah, maka pelajar hendaklah diberi gred F bagi kursus-kursus berkenaan dan dikehendaki mendaftar semula kursus tersebut.

17.5 Penyerahan Disertasi /Projek Penyelidikan / Praktikum/ Internship / Latihan Mengajar

17.5.1 Pelajar yang gagal menyerahkan Disertasi/ Projek Penyelidikan/Praktikum/Internship/ Latihan Mengajar pada tarikh yang ditetapkan akan diberikan gred F atau Gagal.

17.5.2 Pelajar dikehendaki mendaftar semula kursus berkenaan dan hanya dibenarkan sekali dalam tempoh pengajian.

17.5A Penulisan Disertasi

17.5A.1 Pelajar hendaklah menulis disertasi mengikut Garis Panduan Penyerahan dan Penulisan Tesis/ Disertasi Gaya UMS yang sedang digunapakai oleh Universiti Malaysia Sabah.

17.5A.2 Penilaian Disertasi adalah tertakluk kepada Garis Panduan di Fakulti/Pusat/Akademi/Institut masing-masing.

17.6 Keputusan Penilaian dan Peperiksaan Akhir

17.6.1 Setelah disahkan oleh JKP, pelajar akan dimaklumkan:

(a) Keputusan gred setiap kursus.

- (b) PNGS dan PNGK.
- (c) Status pengajian setiap semester.

17.7 Semakan Semula Gred Kursus

- 17.7.1 Pelajar boleh membuat permohonan semakan semula gred kursus kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus itu ditawarkan, dalam tempoh dua (2) minggu dari tarikh keputusan peperiksaan diumumkan.
- 17.7.2 Setiap permohonan semakan semula akan dikenakan bayaran pemprosesan sebanyak RM100 setiap kursus.
- 17.7.3 Satu jawatankuasa pemeriksaan akan ditubuhkan bagi tujuan semakan semula gred kursus.
- 17.7.4 Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus itu ditawarkan hendaklah menubuhkan suatu Jawatankuasa Pemeriksa yang terdiri daripada:
 - (a) Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus ditawarkan sebagai Pengerusi atau Timbalan Dekan yang menjalankan fungsi akademik dalam keadaan di mana Dekan tidak berupaya menjalankan tugasnya atau berkepentingan dalam kertas yang disemak semula.
 - (b) Ketua/Penyelaras Program bagi kursus yang diambil.
 - (c) Seorang (1) ahli lain yang dilantik oleh Dekan atau Pengarah; dan
 - (d) Pemeriksa asal kursus berkenaan.
 - (e) Penolong Pendaftar Fakulti/Pusat/Akademi/Institut sebagai Setiausaha.
- 17.7.5 Jawatankuasa Pemeriksa hendaklah menyemak semula pengiraan markah keseluruhan penilaian pelajar (projek, kuiz, tugasan, peperiksaan pertengahan semester dan sebagainya) termasuk skrip jawapan peperiksaan akhir.
- 17.7.5A Jawatankuasa Pemeriksa juga hendaklah menyemak semula kandungan Disertasi/Projek Penyelidikan/Skrip Peperiksaan Akhir.
- 17.7.6 Keputusan Senat berhubung permohonan semakan gred kursus semula itu adalah muktamad.

BAHAGIAN 18 – NILAI GRED DAN STATUS

18.1 Gred dan Nilai Gred

- 18.1.1 Peperiksaan bagi semua kursus yang berdaftar pada sesuatu semester akan diberikan nilai gred.
- 18.1.2 Gred dan Nilai Gred yang diberikan kepada sesuatu kursus adalah seperti berikut:

GREDD	NILAI GREDD	PERATUSAN	STATUS
A	4.00	80 – 100	Lulus dengan cemerlang
A-	3.67	75 – 79	Lulus dengan baik
B+	3.33	70 – 74	Lulus
B	3.00	65 – 69	
B-	2.67	60 – 64	
C+	2.33	55 – 59	
F	0.00	0 – 54	Gagal

18.1.3 Senat boleh menentukan gred dan nilai gred yang berlainan daripada yang dinyatakan dalam jadual pada subkaedah 18.1.2 bagi mana-mana program mengikut keperluan program berkenaan.

18.1.4 Tertakluk kepada peruntukan dalam Kaedah ini, pelajar yang tidak melengkapkan atau mengikut mana-mana penilaian atau menduduki peperiksaan akhir yang ditetapkan dalam sesuatu kursus hendaklah diberi Gred F bagi keseluruhan penilaian bagi kursus tersebut.

18.1.5 Walau apapun yang dinyatakan pada subkaedah 18.1.4, Gred dan Nilai Gred yang diberikan kepada sesuatu kursus bagi pengajian Ijazah Sarjana Kesihatan Awam dan Ijazah Doktor Kesihatan Awam adalah seperti berikut:

(a) Gred dan Nilai Gred yang boleh diberikan bagi peperiksaan akhir:

GREDD	NILAI GREDD	PERATUSAN	STATUS
A	4.00	80 – 100	Lulus
A-	3.67	75 – 79	
B+	3.33	70 – 74	
B	3.00	65 – 69	
B-	2.67	60 – 64	Gagal
C+	2.33	55 – 59	
F	0.00	0 – 54	

(b) Gred dan Nilai Gred bagi peperiksaan ulangan:

GREDD	NILAI GREDD	PERATUSAN	STATUS
B	3.00	65-100	Lulus
F	0.00	0-64	Gagal

18.2 Kod Status Tanpa Nilai Gred

18.2.1 Berikut adalah status yang diberi tanpa nilai gred:

SM	Sedang Maju
U	Audit
TD	Tarik Diri
TP	Tangguh Peperiksaan
L/G	Lulus/Gagal
TL	Tidak Lengkap
X	Tidak Hadir (Mendaftar tetapi tidak mengikuti kuliah dan sebarang penilaian)
XX	Proses Tindakan Tatatertib
XD	Tidak menghantar disertasi

18.2.2 Takrifan status yang diberikan tanpa nilai adalah seperti berikut:

- (a) "SM" (Sedang Maju) digunakan bagi kursus tesis/disertasi/praktikum/projek yang memerlukan lebih satu semester untuk disiapkan. Jam kredit bagi kursus tersebut dikira untuk pengiraan jam kredit pendaftaran bagi sesuatu semester dan bukan untuk keperluan penilaian. Jam kredit dan nilai gred hanya diambilkira bagi maksud pengiraan jumlah jam kredit keseluruhan setelah gred diperolehi.
- (b) "U" (Audit) diberikan kepada pelajar yang mendaftar, menghadiri kursus dan mengambil peperiksaan bagi sesuatu kursus tetapi nilai gred diberikan dan simbol tersebut hanya direkodkan jika pelajar Lulus peperiksaan kursus tersebut.
- (c) "TD" (Tarik Diri) diberikan kepada pelajar yang menarik diri dari sesuatu kursus dengan kebenaran pensyarah dan Dekan Fakulti/Pusat/Akademi atau Pengarah Institut selepas minggu ke – 4 hingga minggu ke – 8 pengkuliahannya.
- (d) "TP" (Tangguh Peperiksaan) diberikan kepada pelajar yang memohon untuk menangguhkan peperiksaan atas alasan kesihatan iaitu dalam tempoh 48 jam selepas tarikh peperiksaan berlangsung. Peperiksaan Gantian hendaklah diadakan seberapa segera yang mungkin berdasarkan keadaan kesihatan pelajar.
- (e) "L"/ "G" (Lulus/gagal) diberikan bagi kursus tanpa gred.
- (f) 'TL' (Tidak Lengkap) diberikan dengan kebenaran Dekan atau Pengarah kepada pelajar yang tidak dapat menyelesaikan sekurang-kurangnya 50% daripada keperluan kursus atas alasan yang munasabah. Pelajar diberi tempoh melengkapkan tugas tersebut tidak lewat daripada dua (2) minggu selepas peperiksaan akhir semester tersebut untuk mendapat penilaian penuh dan gred.
- (g) "X" diberikan kepada pelajar yang mendaftar sesuatu kursus tetapi tidak mengikuti kuliah dan sebarang penilaian. Gred kursus berkenaan akan diberikan nilai Gred 0.00.
- (h) "XX" (Tindakan Tatatertib) diberikan kepada pelajar yang sedang dalam tindakan tatatertib mengenai kesalahan bagi kes-kes kecurangan akademik. Jika disabitkan kesalahan kursus berkenaan diberikan gred F. Jika tidak disabitkan kesalahan gred kursus diberikan berdasarkan markah yang diperolehi.
- (i) "XD" (Tidak menghantar Disertasi) diberikan kepada pelajar yang gagal menghantar disertasi sepertimana yang dinyatakan dalam peraturan 17.6.

BAHAGIAN 19 – PURATA NILAI GRED

19.1 Pengiraan Unit dan Purata Nilai Gred (PNG)

- 19.1.1 Kursus wajib seperti yang dinyatakan dalam kaedah 14.2 akan digunakan dalam pengiraan jam kredit.
- 19.1.2 Semua kursus akan diambil kira bagi menentukan PNGS dan PNGK pelajar.
- 19.1.3 Kursus-kursus yang mendapat gred "F" dan status "XX" juga diambil kira untuk menentukan PNGS dan PNGK.

19.1.4 Penjanaan PNGK pelajar yang mengulang kursus yang gagal adalah dengan menggantikan nilai gred kursus asal kepada nilai gred baru, yang mana lebih baik dan hendaklah dibuat tanpa mengubah PNGS bagi semester kursus asal diambil. Perubahan PNGK akan dibuat pada semester semasa kursus ulangan diambil.

19.2 Kaedah Pengiraan Purata Nilai Gred

19.2.1 Pengiraan Purata Nilai PNGS adalah seperti berikut:

$$\text{PNGS} = \frac{\text{Jumlah nilai gred sesuatu semester}}{\text{Jumlah jam kredit bagi semua kursus pada semester semasa}}$$

19.2.2 Pengiraan Purata Nilai PNGK adalah seperti berikut:

$$\text{PNGK} = \frac{\text{Jumlah nilai gred semua semester}}{\text{Jumlah Jam Kredit Terkumpul Bagi Semua Semester}}$$

BAHAGIAN 20 – STATUS PENGAJIAN

20.1 Status Pengajian

20.1.1 "L" (Lulus):

- (a) Pelajar akan diberi status Lulus jika mendapat PNGK 3.00 dan ke atas.
- (b) Pelajar yang diberi status Lulus, layak untuk meneruskan pengajiannya.

20.1.2 "LB" (Lulus Bersyarat):

- (a) Pelajar akan diberi status Lulus Bersyarat (LB) jika mendapat PNGK di antara 2.33 dan 2.99.
- (b) Pelajar yang mendapat status Lulus Bersyarat pada dua (2) semester berturut-turut akan diberikan status Gagal dan Berhenti (GB).

20.1.3 "GB" (Gagal dan Berhenti):

- (a) Pelajar akan diberikan status Gagal dan Berhenti (GB) jika berstatus LB pada dua (2) semester berturut-turut.
- (b) Pelajar akan diberikan status Gagal dan Berhenti (GB) jika mendapat PNGK di bawah 2.33 pada mana-mana semester.
- (c) Pelajar yang mendapat status Gagal dan Berhenti (GB) akan hilang status dan terhenti sebagai seorang pelajar.

20.1.4 "Tanggung Pengajian" Pelajar yang diluluskan untuk menanggung pengajian mengikut kaedah 4.4.

20.1.5 "Tanggung Pengajian (Masalah Kesihatan)" Pelajar yang diluluskan untuk menanggung pengajian disebabkan masalah kesihatan mengikut kaedah 4.4.

20.1.6 "Gantung Pengajian" Pelajar digantung pengajian mengikut kaedah 4.5.

20.1.7 "Tarik Diri dari Pengajian" Pelajar menarik diri dari pengajian.

20.1.8 "Diberhentikan (Tatatertib)" diberhentikan dari pengajian:

- (a) Jika pelajar yang tidak mendaftar selama dua (2) semester berturut-turut (subkaedah 4.2.6).
- (b) Jika pelajar gagal menamatkan pengajian dalam tempoh yang ditetapkan.
- (c) Jika pelajar dipecat dari Universiti mengikut Kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) 1999 (P.U.A 210).

20.2 -Dibatalkan-

BAHAGIAN 20A – PENGAKTIFAN SEMULA STATUS PELAJAR

20A.1 Rayuan Meneruskan Pengajian

20A.1.1 Pelajar yang mendapat status diberhentikan daripada pengajian mengikut subkaedah 14.2.8 atau subkaedah 20.1.3 atau 20.1.8 boleh membuat rayuan untuk meneruskan pengajian dan hendaklah membayar:

- (a) Bayaran proses permohonan sebanyak RM300.
- (b) Yuran pengajian semester yang tidak berdaftar.

20A.1.2 Bagi maksud subkaedah 20A.1.1 di atas pelajar boleh membuat rayuan berkenaan satu (1) kali sahaja sepanjang tempoh pengajian.

20A.1.3 Keputusan permohonan rayuan pelajar adalah tertakluk kepada kelulusan JKP.

20A.1.4 Keputusan JKP di bawah subkaedah 20A.1.3 adalah muktamad dan tidak boleh dirayu semula.

BAHAGIAN 21 – PENGIJAZAHAN

21.1 Syarat Pengurniaan Ijazah

21.1.1 Pelajar layak dikurniakan Ijazah setelah memenuhi semua syarat pengijazahan Pengajian Pascasiswazah termasuklah;

- (a) Memenuhi syarat yang telah ditentukan oleh pihak Universiti.
- (b) Melengkapkan keperluan jam kredit program dan lulus semua kursus yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut.
- (c) Keputusan peperiksaan pelajar hendaklah disahkan oleh JKP dan diperakukan oleh Senat.
- (d) Melunaskan segala bentuk hutang dan liabiliti kepada Universiti sepanjang tempoh pengajian.

21.2 -Dibatalkan-

21.2A Penganugerahan Akademik Secara Aegrotat dan Anumerta

21.2A.1 Bagi maksud kaedah ini:

- (a) Penganugerahan akademik secara aegrotat (*Compassionate Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada pelajar yang hilang keupayaan secara kekal.
- (b) Penganugerahan akademik anumerta (*Posthumous Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada seorang pelajar yang telah meninggal dunia.

21.2A.2 Pelajar boleh diberi status tamat secara Aegrotat atau Anumerta tertakluk dengan syarat-syarat berikut :

- (a) Berstatus 'Lulus' pada semester terakhir sebelum kematian atau hilang upaya secara kekal; dan
- (b) Telah lulus sekurang-kurangnya 75% daripada kredit keseluruhan program pengajian.
- (c) Pelajar hendaklah mendapat PNGK 3.00 dan ke atas pada setiap semester sepanjang tempoh pengajian yang telah dilalui.

21.2A.3 Senat boleh memberikan pengecualian terhadap syarat-syarat yang dinyatakan pada subkaedah 21.2A.2.

BAB CA– PENGAJIAN PASCASISWAZAH SECARA MOD CAMPURAN

BAHAGIAN 21A – KEMASUKAN KE UNIVERSITI

21A.1 Syarat Kemasukan Ijazah Sarjana

21A.1.1 Calon yang ingin memohon program pengajian Ijazah Sarjana hendaklah memenuhi syarat-syarat berikut:

- (a) Lulus Ijazah Sarjana Muda dalam bidang yang berkaitan dengannya dari mana-mana Institusi Pengajian Tinggi yang diperakui oleh Senat dan mendapat PNGK minimum 2.75; atau
- (b) Lulus Ijazah Sarjana Muda dengan PNGK sekurang-kurangnya di antara PNGK 2.50 dan tidak mencapai PNGK 2.75 boleh dipertimbangkan bergantung kepada penilaian dalaman yang teliti; atau
- (c) Lulus Ijazah Sarjana Muda dalam bidang yang berkaitan dengannya tetapi tidak mencapai PNGK 2.50, boleh dipertimbangkan masuk tertakluk kepada minimum pengalaman lima (5) tahun bekerja dalam bidang yang berkaitan; atau
- (ca) Lulus Ijazah Sarjana Muda dengan PNGK minimum 2.50 tetapi dalam bidang atau pengalaman kerja yang tidak berkaitan dengan bidang yang dipohon, calon perlu lulus kursus prasyarat yang ditentukan oleh Fakulti/Pusat/Akademi/Institut dengan PNGK kemasukan berdasarkan subkaedah 21A.1.1 (a),(b) dan (c) di atas
- (d) Lulus APEL (tertakluk program yang dibenarkan oleh pihak MQA); atau
- (e) –Dibatalkan-

21A.2 Syarat Kemasukan Ijazah Kedoktoran

21A.2.1 Calon yang ingin memohon program pengajian Ijazah Kedoktoran hendaklah memenuhi syarat-syarat berikut:

- (a) Ijazah Sarjana yang diterima oleh Senat; atau
- (b) Kelayakan lain dalam bidang yang berkaitan dengan Ijazah Sarjana yang diterima oleh Senat.
- (c) Calon tanpa kelayakan atau pengalaman dalam bidang yang berkaitan hendaklah menjalani kursus prasyarat.

21A.3 Keperluan Bahasa

21A.3.1 Calon antarabangsa dari negara yang tidak menggunakan bahasa Inggeris sebagai bahasa pengantar hendaklah mendapat sekurang-kurangnya:

- (a) Band 5 dalam Ujian Bahasa Inggeris IELTS (*International English Language Testing System*) atau mendapat skor 500 (Bertulis)/42 (atas talian) dalam ujian TOEFL (Test of English as a Foreign Language); atau

- (b) Perlu mengikuti *Certificate in Progressive English Programme* (PEP) selama enam (6) bulan dengan had tempoh masa selama dua (2) tahun maksimum dan Lulus MUET Band 3; atau
 - (c) Band 3 peperiksaan MUET.
- 21A.3.3 Subkaedah 21A.3.1 tidak terpakai bagi calon yang mendapat Ijazah Sarjana Muda dari institusi pengajian tinggi yang menggunakan Bahasa Inggeris sebagai bahasa pengantar dengan syarat calon hendaklah mengemukakan dokumen sokongan daripada institusi pengajian tinggi masing-masing.
- 21A.3.4 Calon antarabangsa yang memperolehi ijazah dari mana-mana universiti di Malaysia adalah tidak tertakluk kepada subkaedah 21A.3.1.
- 21A.3.5 Subkaedah 21A.3.1 juga tidak terpakai bagi calon antarabangsa dari negara yang tidak menggunakan bahasa Inggeris sebagai bahasa pengantar yang memohon program pengajian Ijazah Sarjana Kesihatan Awam dan Doktor Kesihatan Awam, hendaklah mendapat sekurang-kurangnya Band 6 dalam Ujian Bahasa Inggeris IELTS (*International English Language Testing System-Academic*) atau mendapat skor 550 (Bertulis) atau setara (atas talian) dalam ujian TOEFL (*Test of English as a Foreign Language*).

21A.4 Tawaran Kemasukan Bersyarat

- 21A.4.1 Calon boleh diberikan tawaran bersyarat jika tidak memenuhi kaedah 21A.1 tetapi berada pada semester akhir pengajian prasiswazah tertakluk kepada PNGK dan kelayakan akhir setaraf yang diperolehinya adalah memenuhi syarat kemasukan.
- 21A.4.2 Calon yang diberikan tawaran bersyarat akan diberi tawaran kemasukan penuh selepas menunjukkan bukti telah memenuhi kaedah 21A.1 atau 21A.2 sebelum atau pada hari pendaftaran.
- 21A.4.3 Tawaran kemasukan bersyarat akan terbatal sekiranya calon gagal mengemukakan bukti kelayakan yang dikehendaki dalam tempoh masa yang telah ditetapkan.

21A.5 Tempoh Sahlaku Tawaran Kemasukan

- 21A.5.1 Tawaran kemasukan hanya sah untuk semester yang ditawarkan sahaja.
- 21A.5.2 Tawaran bagi calon yang gagal mendaftar akan terbatal secara automatik dan perlu membuat permohonan kemasukan baharu.

BAHAGIAN 21B – STRUKTUR PROGRAM

21B.1 Komponen Kursus

- 21B.1.1 Pelajar hendaklah mengikuti kursus-kursus yang ditetapkan oleh program pengajian masing-masing terdiri daripada:

- (d) Kursus Teras Fakulti; atau
- (b) Kursus Teras Program; atau
- (c) Kursus Minor; atau
- (d) Kursus Elektif.

21B.1.2 Nisbah kerja kursus dan penyelidikan yang perlu diikuti oleh pelajar bagi program Pascasiswazah Mod Campuran adalah seperti berikut:-

- (a) Ijazah Sarjana (nisbah Kerja Kursus : Penyelidikan adalah dalam julat 50:50, 40:60, 30:70).
- (b) Ijazah Kedoktoran (nisbah Kerja Kursus : Penyelidikan adalah dalam julat 50:50, 40:60, 30:70).

21B.2 Tempoh Pengajian Yang Dibenarkan

21B.2.1 Tertakluk kepada ketetapan dan kelulusan yang diberikan oleh Agensi Kelayakan Malaysia, tempoh pengajian yang dibenarkan adalah seperti dalam jadual di bawah dan tidak terpakai untuk Ijazah Sarjana Kesihatan Awam dan Doktor Kesihatan Awam:

Peringkat Pengajian	Sepenuh Masa		Separuh Masa	
	Minimum	Maksimum	Minimum	Maksimum
Ijazah Sarjana	2 semester	6 semester	4 semester	8 semester
Ijazah Kedoktoran	6 semester	10 semester	8 semester	12 semester

21B.2.2 Kegagalan untuk melengkapkan pengajian dalam tempoh yang ditetapkan akan menyebabkan status pelajar diberhentikan tanpa pemberitahuan bertulis daripada pihak Universiti.

21B.3 Pelanjutan Tempoh Pengajian

21B.3.1 Kelulusan pelanjutan pengajian adalah tidak melebihi satu (1) semester sahaja.

21B.3.2 Sekiranya pelajar memerlukan pelanjutan melebihi satu (1) semester hendaklah dirujuk kepada JKP untuk pertimbangan dan kelulusan jika pelajar mempunyai alasan yang munasabah.

21B.3.3 Kegagalan untuk melengkapkan pengajian dalam tempoh yang diberikan akan menyebabkan status pelajar diberhentikan tanpa pemberitahuan bertulis daripada pihak Universiti.

21B.4 Jumlah Jam Kredit Untuk Bergraduat

21B.4.1 Pelajar hendaklah lulus sejumlah jam kredit mengikut struktur program seperti yang ditetapkan oleh Senat:

- (a) Ijazah Sarjana minimum 40 jam kredit.
- (b) Ijazah Kedoktoran minimum 80 jam kredit.

BAHAGIAN 21C – PENDAFTARAN

21C.1 Pendaftaran Kemasukan

- 21C.1.1 Calon yang telah ditawarkan hendaklah mendaftar dalam tempoh yang ditetapkan oleh pihak Universiti.
- 21C.1.2 Pelajar antarabangsa hanya dibenarkan untuk mendaftar dengan jenis pendaftaran Sepenuh Masa sahaja.

21C.2 Pendaftaran Pelajar Semasa

- 21C.2.1 Pelajar yang mendaftar lewat pada minggu ke-3 dan ke-4 perlu membayar denda lewat sebanyak RM200.

21C.3 Pendaftaran Kursus

- 21C.3.1 Pelajar diwajibkan membayar yuran dan mendaftar kursus pada setiap semester dalam tempoh dua (2) minggu dari tarikh pendaftaran yang ditetapkan oleh Universiti. Pelajar yang gagal berbuat demikian tanpa alasan munasabah dikenakan denda.
- 21C.3.2 Pelajar yang gagal berbuat demikian hendaklah membayar sebanyak RM50 bagi setiap kursus yang ingin didaftarkan setelah mendapat kelulusan Dekan Fakulti/Pusat/Akademi atau Pengarah Institut yang berkaitan.
- 21C.3.3 Pelajar yang gagal mendaftar dalam tempoh yang ditetapkan akan diberikan status "Gantung Pengajian".
- 21C.3.4 Pelajar bertanggungjawab menyemak pendaftaran kursus pada setiap semester dan membuat pembetulan pada tempoh ditetapkan.
- 21C.3.5 Semua kursus yang telah didaftar pada sesuatu semester akan dibatalkan sekiranya pelajar telah diluluskan untuk menangguhkan pengajian pada semester berkenaan di bawah kaedah 21C.9.
- 21C.3.6 Pelajar semasa tidak dibenarkan mendaftar pada semester seterusnya sehingga semua yuran tertunggak dijelaskan.
- 21C.3.7 Pelajar yang tidak mendaftar selepas minggu ke-4 pada setiap semester akan diberikan status "Gantung Pengajian" tanpa pemberitahuan secara bertulis daripada pihak Universiti.
- 21C.3.8 Pelajar yang tidak mendaftar selama dua (2) semester berturut-turut akan diberhentikan pengajian tanpa pemberitahuan secara bertulis daripada pihak Universiti.
- 21C.3.9 Pelajar yang telah menyerahkan disertasi untuk pemeriksaan tidak perlu mendaftar pada semester berikutnya.
- 21C.3.10 Pelajar yang ditangguh keputusan Viva voce hendaklah mendaftar pada semester yang ditetapkan dan membayar yuran Viva voce Ulangan (sekiranya diperlukan) dan yuran-yuran lain yang dikenakan.

21C.4 Pendaftaran Kursus Prasyarat

21C.4.1 Keputusan kursus prasyarat tidak diambil kira untuk menentukan purata nilai gred pengajian pelajar.

21C.5 Pendaftaran Kursus Audit

21C.5.1 Pelajar boleh mendaftar untuk mengikuti mana-mana kursus secara audit.

21C.5.2 Kursus-kursus yang didaftar secara audit tidak dikira dalam menentukan purata nilai gred.

21C.5.3 Pelajar yang mengikuti kursus secara audit diperlukan memenuhi kaedah-kaedah berkaitan kehadiran kuliah, peperiksaan dan lain-lain.

21C.6 Gugur Dan/Atau Tambah Kursus

21C.6.1 Pelajar boleh memohon untuk gugur dan/atau tambah mana-mana kursus yang telah didaftarkan pada semester berkenaan pada minggu ke-2 sehingga minggu ke-4 setiap semester.

21C.7 Tarik Diri Dari Kursus

21C.7.1 Pelajar boleh memohon untuk tarik diri dari mana-mana kursus yang telah didaftarkan pada semester berkenaan pada minggu ke-5 sehingga minggu ke-8 semester berkenaan. Yuran tidak akan dikembalikan bagi kes ini.

21C.8 Pendaftaran Kursus Ulangan

21C.8.1 Pelajar dibenarkan mendaftar kursus ulangan sekiranya :

- (a) Pelajar yang gagal dalam mana-mana kursus yang telah diambil; atau
- (b) Mendapat Gred B- atau C+ bagi kursus yang telah diambil untuk memperbaiki gred kursus tersebut dan hanya dibenarkan sekali sahaja dalam tempoh pengajian.

21C.8.2 Pelajar dibenarkan menggantikan kursus tersebut dengan kursus yang lain jika kursus adalah merupakan kursus elektif.

21C.8.3 Subkaedah 21C.8.1 dan subkaedah 21C.8.2 adalah tidak terpakai kepada pelajar program pengajian Ijazah Sarjana Kesihatan Awam dan Doktor Kesihatan Awam.

21C.9 Penangguhan Pengajian

21C.9.1 Permohonan penangguhan boleh dibuat sebelum semester baru bermula atau selewat-lewatnya pada minggu ke-2 pada semester yang hendak ditangguh. Permohonan yang dibuat selepas minggu ke-2 hanya akan dipertimbangkan atas sebab-sebab kesihatan sahaja dengan syarat disahkan oleh Doktor Panel yang dilantik oleh Universiti atau mana-mana hospital kerajaan atau sebab-sebab lain yang munasabah.

21C.9.2 Permohonan penangguhan hendaklah disokong oleh Dekan Fakulti/Pusat/Akademi atau Pengarah Institut untuk kelulusan Dekan Pusat Pengajian Pascasiswazah.

- 21C.9.3 Pelajar tidak dibenarkan untuk menangguh pengajian melebihi dua (2) semester berturut-turut sepanjang tempoh pengajian kecuali atas sebab-sebab kesihatan dengan syarat disahkan oleh Doktor Panel yang dilantik oleh Universiti atau mana-mana hospital kerajaan atau sebab-sebab lain yang munasabah.
- 21C.9.4 Kelulusan penangguhan pengajian adalah berdasarkan permohonan dari semester ke semester.
- 21C.9.5 Pelajar yang telah membayar yuran pengajian pada semester semasa tetapi telah diluluskan menangguhkan pengajian pada semester tersebut, maka yuran pengajian yang telah dibayar itu akan dibawa ke semester berikutnya.
- 21C.9.6 Pelajar yang diluluskan penangguhan pengajian adalah dianggap sebagai pelajar tidak aktif berdaftar pada semester berkenaan dan tidak layak menggunakan sebarang kemudahan yang disediakan oleh pihak Universiti kecuali untuk mendapatkan nasihat bagi menyambung semula pengajiannya.
- 21C.9.7 Penangguhan ini tidak diambil kira dalam tempoh pengiraan tempoh pengajian pelajar seperti yang ditetapkan dalam kaedah 21B.2.

21C.10 Penggantungan Pengajian

- 21C.10.1 Pelajar akan diberi status gantung pengajian jika:
- (a) Gagal mendaftar pada mana-mana semester dalam tempoh yang ditetapkan; atau
 - (b) Didapati bersalah oleh Jawatankuasa Tatatertib Pelajar Universiti dan dihukum dibawah Kaedah 48(d) Kaedah-Kaedah Universiti Malaysia Sabah (Tatatertib Pelajar) 1999 (P.U.(A) 210/1999);
 - (c) Didapati melanggar subseksyen 15D(1) dan (7) Akta Universiti dan Kolej Universiti 1971 (Akta 30).
- 21C.10.2 Tempoh penggantungan pengajian adalah diambilkira dalam pengiraan tempoh pengajian pelajar yang ditetapkan dalam kaedah 21B.2.
- 21C.10.3 Pelajar yang mendapat status gantung pengajian di bawah subkaedah 21C.10.1(a) hendaklah mengaktifkan status pengajian pada semester berikutnya dengan membayar yuran pemprosesan sebanyak sebanyak RM200.

21C.11 Pertukaran Jenis Pendaftaran

- 21C.11.1 Pelajar boleh memohon kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut dan memaklumkan kepada Dekan Pusat Pengajian Pascasiswazah untuk menukar Jenis pendaftaran dari sepenuh masa ke separuh masa atau sebaliknya. Permohonan ini hanya dibenarkan sekali sahaja di sepanjang tempoh pengajian yang ditetapkan.
- 21C.11.2 Kelulusan permohonan adalah tertakluk kepada baki tempoh pengajian maksimum bagi Jenis Pendaftaran yang dipohon.
- 21C.11.3 Permohonan hendaklah dibuat sehingga tempoh dua (2) minggu daripada tarikh semester bermula.

21C.12 Pertukaran Program Pengajian

- 21C.12.1 Pelajar boleh memohon pertukaran Program Pengajian selewat-lewatnya pada minggu kedua dalam semester pertama.
- 21C.12.2 Kelulusan pertukaran program pengajian adalah tertakluk kepada kelulusan Jawatankuasa Pengajian Pascasiswazah.
- 21C.12.3 Permohonan hanya boleh dibuat sekali sepanjang pengajian kecuali atas sebab-sebab lain yang diperakukan oleh Jawatankuasa Pengajian Pascasiswazah.

BAHAGIAN 21D – PEMINDAHAN KREDIT

21D.1 Permohonan Pemindahan Kredit

- 21D.1.1 Pelajar boleh memohon pemindahan kredit jika memenuhi syarat-syarat berikut:
- (a) Bagi pelajar yang berpindah ke Universiti;
 - i. kursus-kursus yang hendak dipindahkan kredit hendaklah yang telah diambil di peringkat Ijazah dan program yang setara; dan
 - ii. memperoleh sekurang-kurangnya Gred B pada kursus-kursus yang telah diambil di peringkat Ijazah dan program yang setara.
 - (b) Bagi pelajar yang bertukar program hendaklah mendapat sekurang-kurangnya Gred B bagi kursus-kursus yang berkaitan.
 - (c) Pelajar yang terlibat dalam program mobiliti *outbound* boleh memohon untuk memindahkan kredit yang telah diperoleh bagi kursus yang setara dengan kursus yang perlu diikuti.
- 21D.1.2 Kursus yang boleh dipindahkan kredit hendaklah daripada program yang telah mendapat perakuan akreditasi daripada MQA dan telah disenarai dalam MQR.
- 21D.1.3 Permohonan hendaklah dikemukakan dalam tempoh empat (4) minggu pertama pada semester pertama pengajiannya di Universiti.
- 21D.1.4 Kandungan kursus yang diambil terdahulu hendaklah sekurang-kurangnya 80% setara dengan kursus yang dipohon pemindahannya di Universiti.
- 21D.1.5 Jumlah kredit yang dibenarkan untuk pemindahan hendaklah tidak melebihi satu pertiga (1/3) daripada jumlah kredit pengajian yang diikuti di universiti.
- 21D.1.6 Walau apa pun yang dinyatakan pada subkaedah 21D.1.5, jumlah pemindahan jam kredit yang boleh diluluskan bagi pelajar yang bertukar dalam Universiti adalah tidak terhad tetapi tertakluk kepada syarat pemindahan kredit pada subkaedah 21D.1.1 (b).
- 21D.1.7 Setiap permohonan pemindahan jam kredit akan dikenakan yuran pemprosesan sebanyak RM300 bagi setiap kursus.

BAHAGIAN 21E – YURAN

21E.1 Pembayaran Yuran

- 21E.1.1 Pelajar wajib membayar semua yuran yang berkaitan setiap semester.
- 21E.1.2 Semua yuran hendaklah dibayar pada waktu pendaftaran.
- 21E.1.3 Jumlah yuran adalah tertakluk kepada perubahan dari semasa ke semasa tanpa pemberitahuan awal daripada pihak Universiti.

21E.2 Pengembalian Yuran

- 21E.2.1 Pengembalian yuran bagi permohonan menarik diri dari pengajian adalah tertakluk kepada jadual berikut :

Bil.	Perkara	Tempoh tarik diri	
		2 minggu pertama semester	Selepas 2 minggu semester
1.	Yuran Pendaftaran, Kad Pelajar Insuran dan Yuran Persatuan	Luput	Luput
2.	Yuran Pengajian	Dikembalikan	Luput

BAHAGIAN 21F – PENYELIAAN

21F.1 Kategori Penyeliaan

- 21F.1.1 Kategori penyeliaan merangkumi:

- (a) Penyeliaan Perseorangan - sekiranya hanya melibatkan pelantikan seorang Penyelia sahaja, atau
- (b) Penyeliaan Bersama - seorang Penyelia Utama dan seorang atau lebih Penyelia Bersama

- 21F.1.2 Pelantikan Penyelia hendaklah disahkan oleh Fakulti/Pusat/Akademi/Institut.

BAHAGIAN 21G – PENILAIAN DAN PEPERIKSAAN

21G.1 Penilaian

- 21G.1.1 Setiap kursus yang dijalankan hendaklah mempunyai kaedah penilaian berterusan dan/ atau peperiksaan akhir.
- 21G.1.2 Penilaian terhadap setiap kursus dibuat secara berterusan berdasarkan kerja kursus, peperiksaan akhir dan bentuk lain yang dibuat dalam sesuatu semester pengajian menurut kaedah yang ditentukan oleh Fakulti/Pusat/Akademi/Institut tertakluk kepada kelulusan JKP.

- 21G.1.3 Penilaian bagi Disertasi/Projek Penyelidikan/Praktikum/Internship/Latihan Mengajar adalah menurut kaedah yang ditetapkan oleh Fakulti/Pusat/Institut.
- 21G.1.4 Bagi kursus yang dinilai berdasarkan kerja kursus bersama peperiksaan akhir semester, wajaran kerja kursus hendaklah tidak kurang daripada 50% markah keseluruhan, manakala wajaran peperiksaan akhir hendaklah dinilai tidak kurang dari 30% dan tidak lebih daripada 50%.
- 21G.1.5 Peperiksaan Lisan bagi mempertahankan Disertasi dilakukan di hadapan Jawatankuasa Viva Voce.

21G.2 Keperluan Peperiksaan

- 21G.2.1 Dekan Fakulti/Pusat/Akademi atau Pengarah Institut boleh menghalang pelajar daripada menduduki peperiksaan jika pelajar tidak hadir kuliah melebihi 30% daripada jumlah kehadiran yang telah ditetapkan tanpa kebenaran Dekan Fakulti/Pusat/Akademi atau Pengarah Institut.
- 21G.2.2 Senat boleh menentukan apa-apa cara dan kaedah sesuatu peperiksaan akhir itu dilaksanakan.

21G.3 Penangguhan Peperiksaan Akhir

- 21G.3.1 Pelajar yang mengalami masalah kesihatan sewaktu peperiksaan akhir semester hendaklah memohon kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut berkenaan untuk menangguhkan peperiksaan. Permohonan tersebut hendaklah dibuat dalam tempoh empat puluh lapan (48) jam selepas peperiksaan diadakan. Permohonan mestilah disertakan surat pengesahan Pegawai Perubatan Universiti atau Hospital Kerajaan.
- 21G.3.2 Ibu bapa atau waris seseorang pelajar yang menghadapi masalah kesihatan kritikal semasa peperiksaan akhir boleh memohon bagi pihak pelajar berkenaan dengan menyertakan perakuan daripada Pegawai Perubatan Universiti atau Hospital Kerajaan kepada Dekan Fakulti/Pusat atau Pengarah Institut berkenaan pelajar itu untuk menangguhkan peperiksaan dalam tempoh yang munasabah.

21G.4 Peperiksaan Gantian

- 21G.4.1 Bagi kes penangguhan pada kaedah 21G.3, Fakulti/Pusat/Akademi/Institut akan menetapkan tarikh peperiksaan gantian mengikut kesesuaian.
- 21G.4.1 Sekiranya pelajar masih tidak dapat hadir mengikuti peperiksaan gantian pada tarikh yang ditetapkan tanpa alasan munasabah, maka pelajar hendaklah diberi gred F bagi kursus-kursus berkenaan dan dikehendaki mendaftar semula kursus tersebut.

21G.5 Penulisan Disertasi

- 21G.5.1 Pelajar hendaklah menulis disertasi mengikut Garis Panduan Penyerahan dan Penulisan Tesis/Disertasi Gaya UMS yang sedang digunapakai oleh Universiti Malaysia Sabah.
- 21G.5.2 Penilaian Disertasi adalah tertakluk kepada Garis Panduan di Fakulti/ Pusat/ Akademi/ Institut masing-masing.

21G.6 Penyerahan Disertasi

21G.6.1 Pelajar yang gagal menyerahkan Disertasi Latihan Mengajar pada tarikh yang ditetapkan akan diberikan gred F atau Gagal.

21G.6.2 Pelajar dikehendaki mendaftar semula kursus berkenaan dan hanya dibenarkan sekali dalam tempoh pengajian.

21G.7 Keputusan Penilaian Dan Peperiksaan Akhir

21G.7.1 Setelah disahkan oleh JKP, pelajar akan dimaklumkan:

- (a) keputusan gred setiap kursus.
- (b) PNGS dan PNGK.
- (c) status pengajian setiap semester.

21G.8 Semakan Semula Gred Kursus

21G.8.1 Pelajar boleh membuat permohonan semakan semula gred kursus kepada Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus itu ditawarkan, dalam tempoh dua (2) minggu dari tarikh keputusan peperiksaan diumumkan.

21G.8.2 Setiap permohonan semakan semula akan dikenakan bayaran pemprosesan sebanyak RM100 setiap kursus.

21G.8.3 Satu jawatankuasa pemeriksaan akan ditubuhkan bagi tujuan semakan semula gred kursus.

21G.8.4 Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus itu ditawarkan hendaklah menubuhkan suatu Jawatankuasa Pemeriksa yang terdiri daripada:

- (a) Dekan Fakulti/Pusat/Akademi atau Pengarah Institut di mana kursus ditawarkan sebagai Pengerusi atau Timbalan Dekan yang menjalankan fungsi akademik dalam keadaan di mana Dekan tidak berupaya menjalankan tugasnya atau berkepentingan dalam kertas yang disemak semula;
- (b) Ketua/Penyelaras Program bagi kursus yang diambil;
- (c) Seorang (1) ahli lain yang dilantik oleh Dekan atau Pengarah; dan
- (d) Pemeriksa asal kursus berkenaan.
- (e) Penolong Pendaftar Fakulti/Pusat/Akademi/Institut sebagai Setiausaha.

21G.8.5 Jawatankuasa Pemeriksa hendaklah menyemak pengiraan markah keseluruhan penilaian pelajar (projek, kuiz, tugas, peperiksaan pertengahan semester dan sebagainya) termasuk skrip jawapan peperiksaan akhir. Skrip jawapan kursus berkenaan tidak akan dinilai semula.

21G.8.6 Jawatankuasa Pemeriksa juga hendaklah menyemak semula kandungan Disertasi/Projek Penyelidikan/Skrip Peperiksaan Akhir.

21G.8.7 Keputusan Senat berhubung permohonan semakan gred kursus semula itu adalah muktamad.

BAHAGIAN 21H – NILAI GRED DAN STATUS

21H.1 Gred dan Nilai Gred

21H.1.1 Peperiksaan bagi semua kursus yang berdaftar pada sesuatu semester akan diberikan nilai gred.

21H.1.2 Gred dan Nilai Gred yang diberikan kepada sesuatu kursus adalah seperti berikut:

GRED	NILAI GRED	PERATUSAN	STATUS
A	4.00	80 – 100	Lulus dengan cemerlang
A-	3.67	75 – 79	Lulus dengan baik
B+	3.33	70 – 74	Lulus
B	3.00	65 – 69	
B-	2.67	60 – 64	
C+	2.33	55 – 59	
F	0.00	0 – 54	Gagal

21H.1.3 Senat boleh menentukan gred dan nilai gred yang berlainan daripada yang dinyatakan dalam jadual pada subkaedah 21H.1.2 bagi mana-mana program mengikut keperluan program berkenaan.

21H.1.4 Tertakluk kepada peruntukan dalam Kaedah ini, pelajar yang tidak melengkapkan atau mengikut mana-mana penilaian atau menduduki peperiksaan akhir yang ditetapkan dalam sesuatu kursus hendaklah diberi Gred F bagi keseluruhan penilaian bagi kursus tersebut.

21H.1.5 Walau apapun yang dinyatakan pada subkaedah 21H.1.4, Gred dan Nilai Gred yang diberikan kepada sesuatu kursus bagi pengajian Ijazah Sarjana Kesihatan Awam dan Ijazah Doktor Kesihatan Awam adalah seperti berikut:

(a) Gred dan Nilai Gred yang boleh diberikan bagi peperiksaan akhir;

GRED	NILAI GRED	PERATUSAN	STATUS
A	4.00	80 – 100	Lulus
A-	3.67	75 – 79	
B+	3.33	70 – 74	
B	3.00	65 – 69	
B-	2.67	60 – 64	Gagal
C+	2.33	55 – 59	
F	0.00	0 – 54	

(b) Gred dan Nilai Gred bagi peperiksaan ulangan;

GRED	NILAI GRED	PERATUSAN	STATUS
B	3.00	65-100	Lulus
F	0.00	0-64	Gagal

21H.2 Kod Status Tanpa Nilai Gred

21H.2.1 Berikut adalah status yang diberi tanpa nilai gred:

SM	Sedang Maju
U	Audit
TD	Tarik Diri
TP	Tanggung Peperiksaan
L/G	Lulus/Gagal
TL	Tidak Lengkap
X	Tidak Hadir (Mendaftar tetapi tidak mengikuti kuliah dan sebarang penilaian)
XX	Proses Tindakan Tatatertib
XD	Tidak menghantar disertasi

21H.2.2 Takrifan status yang diberikan tanpa nilai adalah seperti berikut:

- (a) "SM" (Sedang Maju) digunakan bagi kursus tesis/disertasi/praktikum/projek yang memerlukan lebih satu semester untuk disiapkan. Jam kredit bagi kursus tersebut dikira untuk pengiraan jam kredit pendaftaran bagi sesuatu semester dan bukan untuk keperluan penilaian. Jam kredit dan nilai gred hanya diambil kira bagi maksud pengiraan jumlah jam kredit keseluruhan setelah gred diperolehi.
- (b) "U" (Audit) diberikan kepada pelajar yang mendaftar, menghadiri kursus dan mengambil peperiksaan bagi sesuatu kursus tetapi nilai gred diberikan dan simbol tersebut hanya direkodkan jika pelajar lulus peperiksaan kursus tersebut.
- (c) "TD" (Tarik Diri) diberikan kepada pelajar yang menarik diri dari sesuatu kursus dengan kebenaran pensyarah dan Dekan Fakulti/Pusat/Akademi atau Pengarah Institut selepas minggu ke – 4 hingga minggu ke – 8 pengkuliahannya.
- (d) "TP" (Tanggung Peperiksaan) diberikan kepada pelajar yang memohon untuk menangguhkan peperiksaan atas alasan kesihatan iaitu dalam tempoh 48 jam selepas tarikh peperiksaan berlangsung. Peperiksaan Gantian hendaklah diadakan seberapa segera yang mungkin berdasarkan keadaan kesihatan pelajar.
- (e) "L"/ "G" (lulus/gagal) diberikan bagi kursus tanpa gred.
- (f) 'TL' (Tidak Lengkap) diberikan dengan kebenaran Dekan atau Pengarah kepada pelajar yang tidak dapat menyelesaikan sekurang-kurangnya 50% daripada keperluan kursus atas alasan yang munasabah. Pelajar diberi tempoh melengkapkan tugas tersebut tidak lewat daripada dua (2) minggu selepas peperiksaan akhir semester tersebut untuk mendapat penilaian penuh dan gred.
- (g) "X" diberikan kepada pelajar yang mendaftar sesuatu kursus tetapi tidak mengikuti kuliah dan sebarang penilaian. Gred kursus berkenaan akan diberikan nilai Gred 0.00.
- (h) "XX" (Tindakan Tatatertib) diberikan kepada pelajar yang sedang dalam tindakan tatatertib mengenai kesalahan bagi kes-kes kecurangan akademik. Jika disabitkan kesalahan kursus berkenaan diberikan gred F. Jika tidak disabitkan kesalahan gred kursus diberikan berdasarkan markah yang diperolehi.
- (i) "XD" (Tidak menghantar Disertasi) diberikan kepada pelajar yang gagal menghantar disertasi sepertimana yang dinyatakan dalam kaedah 21G.6.

BAHAGIAN 21I – PURATA NILAI GRED

21I.1 Pengiraan Unit dan Purata Nilai Gred (PNG)

- 21I.1.1 Kursus wajib seperti yang dinyatakan dalam kaedah 21C.3 akan digunakan dalam pengiraan jam kredit.
- 21I.1.2 Semua kursus akan diambil kira bagi menentukan PNGS dan PNGK pelajar.
- 21I.1.3 Kursus-kursus yang mendapat gred "F" dan status "XX" juga diambil kira untuk menentukan PNGS dan PNGK.
- 21I.1.4 Penjana PNGK pelajar yang mengulang kursus yang gagal adalah dengan menggantikan nilai gred kursus asal kepada nilai gred baru, yang mana lebih baik dan hendaklah dibuat tanpa mengubah PNGS bagi semester kursus asal diambil. Perubahan PNGK akan dibuat pada semester semasa kursus ulangan diambil.

21I.2 Kaedah Pengiraan Purata Nilai Gred

21I.2.1 Pengiraan Purata Nilai PNGS adalah seperti berikut:

$$\text{PNGS} = \frac{\text{Jumlah nilai gred sesuatu semester}}{\text{Jumlah jam kredit bagi semua kursus pada semester semasa}}$$

21I.2.2 Pengiraan Purata Nilai PNGK adalah seperti berikut:

$$\text{PNGK} = \frac{\text{Jumlah nilai gred semua semester}}{\text{Jumlah Jam Kredit Terkumpul Bagi Semua Semester}}$$

BAHAGIAN 21J – STATUS PENGAJIAN

21J.1 Status Pengajian

21J.1.1 "LB" (Lulus Bersyarat):

- (a) Pelajar akan diberi status Lulus Bersyarat (LB) jika mendapat PNGK di antara 2.33 dan 2.99.
- (b) Pelajar yang mendapat status Lulus Bersyarat pada dua (2) semester berturut-turut akan diberikan status Gagal dan Berhenti (GB).

21J.1.2 "GB" (Gagal dan Berhenti):

- (a) Pelajar akan diberikan status Gagal dan Berhenti (GB) jika berstatus LB pada dua (2) semester berturut-turut.
- (b) Pelajar akan diberikan status Gagal dan Berhenti (GB) jika mendapat PNGK di bawah 2.33 pada mana-mana semester.

- (c) Pelajar yang mendapat status Gagal dan Berhenti (GB) akan hilang status dan terhenti sebagai seorang pelajar.

21J.1.3 "Tangguh Pengajian" Pelajar yang diluluskan untuk menangguh pengajian mengikut kaedah 21C.9.

21J.1.4 "Tangguh Pengajian (Masalah Kesihatan)" Pelajar yang diluluskan untuk menangguh pengajian disebabkan masalah kesihatan mengikut kaedah 21C.9.

21J.1.5 "Gantung Pengajian" Pelajar digantung pengajian mengikut kaedah 21C.10.

21J.1.6 "Tarik Diri Dari Pengajian" Pelajar menarik diri dari pengajian.

21J.1.7 "Diberhentikan (Tatatertib)" diberhentikan dari pengajian:

- (a) Jika pelajar yang tidak mendaftar selama dua (2) semester berturut-turut (subkaedah 21C.3.8).
- (b) Jika pelajar gagal menamatkan pengajian dalam tempoh yang ditetapkan.
- (c) Jika pelajar dipecat dari Universiti mengikut Kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) 1999 (P.U.A 210).

BAHAGIAN 21K – PENGAKTIFAN SEMULA STATUS PELAJAR

21K.1 Rayuan Meneruskan Pengajian

21K.1.1 Pelajar yang mendapat status diberhentikan daripada pengajian mengikut subkaedah 21C.3.8 atau subkaedah 21J.1.2 atau 21J.1.7 boleh membuat rayuan untuk meneruskan pengajian dan hendaklah membayar:

- (a) Bayaran proses permohonan sebanyak RM300.
- (b) Yuran pengajian semester yang tidak berdaftar.

21K.1.2 Bagi maksud subkaedah 21K.1.1 di atas pelajar boleh membuat rayuan berkenaan satu (1) kali sahaja sepanjang tempoh pengajian.

21K.1.3 Keputusan permohonan rayuan pelajar adalah tertakluk kepada kelulusan JKP.

21K.1.4 Keputusan JKP di bawah subkaedah 21K.1.3 adalah muktamad dan tidak boleh dirayu semula.

BAHAGIAN 21L – PENGIJAZAHAN

21L.1 Syarat Pengurniaan Ijazah

21L.1.1 Pelajar layak dikurniakan Ijazah setelah memenuhi semua syarat pengijazahan Pengajian Pascasiswazah termasuklah;

- (a) Memenuhi syarat yang telah ditentukan oleh pihak Universiti.
- (b) Melengkapkan keperluan jam kredit program dan lulus semua kursus yang ditetapkan oleh Fakulti/Pusat/Akademi/Institut.
- (c) Keputusan peperiksaan pelajar hendaklah disahkan oleh Jawatankuasa Pengajian Pascasiswazah dan diperakukan oleh Senat.
- (d) Melunaskan segala bentuk hutang dan liabiliti kepada Universiti sepanjang tempoh pengajian.

21L.2 Penganugerahan Akademik Secara Aegrotat dan Anumerta

21L.2.1 Bagi maksud kaedah ini:

- (a) Penganugerahan akademik secara aegrotat (*Compassionate Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada pelajar yang hilang keupayaan secara kekal.
- (b) Penganugerahan akademik anumerta (*Posthumous Award*) bermaksud pemberian status tamat dan penganugerahan akademik tanpa pengkelasan kepada seorang pelajar yang telah meninggal dunia.

21L.2.2 Pelajar boleh diberi status tamat secara Aegrotat atau Anumerta tertakluk dengan syarat-syarat berikut :

- (a) Berstatus 'Lulus' pada semester terakhir sebelum kematian atau hilang upaya secara kekal; dan
- (b) Telah lulus sekurang-kurangnya 70% daripada kredit keseluruhan program pengajian; atau
- (c) Telah menghantar disertasi untuk pemeriksaan Viva voce.

21L.2.3 Senat boleh memberikan pengecualian terhadap syarat-syarat yang dinyatakan pada subkaedah 21L.2.2.

BAB D

BAHAGIAN 22 – PERUNTUKAN AM

22.1 Am

- 22.1.1 Kaedah ini dan semua tafsiran mengenainya yang dibuat oleh Senat akan berkuatkuasa serta merta.
- 22.1.1A Sebarang peraturan, garis panduan, manual dan kaedah pelaksanaan selanjutnya boleh dibuat di bawah mana-mana peruntukan kaedah ini dan hendaklah dipatuhi.
- 22.1.1B Walau bagaimanapun, Senat berhak untuk mengubahnya dari masa ke semasa apabila Kaedah memerlukannya.
- 22.1.2 Senat mempunyai kuasa membenarkan apa-apa pengecualian yang difikirkan sesuai daripada kehendak-kehendak Kaedah ini dari semasa ke semasa.
- 22.1.3 Semua hasil penyelidikan dan penerbitan yang dilakukan oleh pelajar sepanjang tempoh pengajian adalah merupakan hak milik intelek Universiti.
- 22.1.4 Kaedah ini hendaklah dibaca bersama Akta Universiti dan Kolej Universiti (Pindaan) 2009 – Kaedah-Kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-Pelajar) 1999 dan Kod Etika Ahli Akademik Universiti Malaysia Sabah (Pindaan 2013).

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