



**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**

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**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**1.2 -Repealed-**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:

<b>Level of Study</b>	<b>Mode of Study</b>			
	<b>Full time</b>		<b>Part time</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
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:

<b>Level of Study</b>	<b>Mode of Study</b>	
	<b>Full time</b>	<b>Part time</b>
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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