



Uni KL
UNIVERSITI
KUALA LUMPUR

INSTITUTE OF POSTGRADUATE STUDIES



POSTGRADUATE RULES & REGULATION

4th Edition 2022



MARA
CORPORATION

POSTGRADUATE RULES AND REGULATIONS

1. This handbook contains the Rules and Regulations for Postgraduate studies at Universiti Kuala Lumpur.
2. All postgraduate students must comply with these rules and regulations.
3. All information is correct at the time of printing and may be subject to change without notice.
4. UniKL reserves the right to amend the rules and regulations from time to time.
5. The publisher does not bear any responsibility for any incorrect information or omission
6. Every measure has been taken to make this book comprehensive and accurate.

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PREFACE

Postgraduate Rules and Regulations (2nd Edition) contains the Postgraduate Rules and Regulations which provide for the framework for the conduct of postgraduate academic activities and records.

The PGRR 2nd Edition (November 2015) contains the updates which were endorsed by the UniKL Senate in senate meeting No. 64 (6/2015) which convened on 4th November 2015. This revision shall apply to all postgraduate students.

The PGRR 3rd Edition 2019 contains the updates which were endorsed by the UniKL Senate in senate meeting No. 89 (8/2018) which convened on 20th December 2018. This revision shall apply to all postgraduate students.

The PGRR 4th Edition 2022 contains the updates which were endorsed by the UniKL Senate in senate meeting No. 116 (3/2022) which convened on 27th April 2022. This revision shall apply to all postgraduate students.

STUDENT'S RESPONSIBILITY

Postgraduate Students of Universiti Kuala Lumpur are bound to abide by all sections of the Postgraduate Rules and Regulations and to observe the procedures that govern their relations with the University.

Each student of UniKL is required to:

1. Understand, appreciate and comply with all regulations stipulated in this Postgraduate Rules and Regulations (PGRR) handbook.
2. Be responsible and proactive in obtaining guidance and advice from the lecturers, students' academic advisors, supervisors, coordinators, section heads, administrative staff and administration of Institutes for any form of predicaments.
3. Take appropriate actions pertaining to the stipulated regulations stated in this Postgraduate Rules and Regulations (PGRR) handbook which are (and not limited to):

- a) To fulfill all the academic requirements stipulated in the curriculum of the Academic Program enrolled at the UniKL;
 - b) To attend and participate in lectures/training/seminar/conference specified by the University;
 - c) To complete the registration and progress exercises in the course enrolled within the specified time.
4. Be responsible to fulfill all requirements of his/her Master/Phd degree Program and of his/her own progress towards the completion of those requirements.
 5. Avoid reproducing or imitating closely the work and/or opinion of others obtained through prints or electronic materials without acknowledging or disclosing their source(s).

GLOSSARY

- **Universiti Kuala Lumpur (UniKL)** was incorporated and established in 2002 as a private institution of higher learning under the Private Higher Education Act 1955 (Act 555).
- **Constitution** refers to the constitution of Universiti Kuala Lumpur.
- **Senate** refers to the senate of Universiti Kuala Lumpur which is the highest authority on academic at the University constituted under Article 23 of the UniKL Constitution.
- **President** is the **Chief Executive Officer** or whom so ever who holds the office of the Chief Executive as provided by Article 10 of the UniKL Constitution. He is the highest executive appointed by the Board of Directors of UniKL to manage and administer the operations of UniKL.
- **University Research & Postgraduate Studies Committee (URPC)** is a committee set up by the University Senate to coordinate postgraduate academic matters.
- **Institute of Postgraduate Studies (IPS)** is an Institute set up by the University to coordinate, facilitate and manage postgraduate matters.
- **Dean** is appointed by the University as the head of academic at the institute.

- **Campus** is the learning centre where the academic Programs of the University are delivered.
- **Academic Program** is the Program of study specified by UniKL for the conferment of a PhD/Master's degree.
- **Academic staff** is a teaching professional appointed by University who are involved in teaching and research supervision.
- **Supervisor** is an academic Staff appointed by the University to supervise a candidate's research.
- **Co-Supervisor** is a person appointed jointly with another supervisor to supervise the research of a candidate. He/she can be appointed from outside the Institute or University.
- **Field-Supervisor:** The appointment is necessary when the entire research work is conducted outside the University's premise, e.g. Research Institutes (RI), Industries, and other Universities etc. The person must be the staff of the organization and the appointment is made upon agreement between both sides. The responsibility of the field supervisor is mainly to assist the student in conducting research work at that particular place.
- **Examiner:** A person, with appropriate expertise and qualification appointed by the University to evaluate a student's thesis/dissertation.

- **Internal examiner** refers to qualified person(s) who evaluate/s the thesis. The internal examiner is appointed by the University and from amongst the university's academic staff member.
- **External examiner** refers to qualified person(s) who evaluate/s the thesis. The external examiner is appointed by the University and from outside the University.
- **Convener** is a person appointed as an assistant Chairman for Viva Voce (Examination) with who is from the same research area and field with the candidate.
- **Candidate** is a fulltime or part time **students** undertaking research/mixed mode/coursework.
- **Student** refers to those who have properly registered into the University's Academic Programs and undergone Programs of study that enable them to obtain their PhD/Master's degree.
- **Continuing students** are students who are allowed to proceed to the next semester of their studies.
- **Academic year** consists of January and July. However, certain Programs may follow different forms of academic year.

- **Semester** is a study session allocated by the University's Senate for lectures, assessments and similar instructional activities.
- **Semester registration** is the process to activate the academic status of the students.
- **Elective Course:** refers to a subject to be chosen by a student related to the field of research.
- **Course** is a component of the Program structure which bears a unique code. A 'course' also refers to a subject.
- **Coursework** refers to work assigned to and done by a student within a given period, which is assessed as an integral part of the Program.
- **GPA** (Grade Point Average) is the average of grade points received in a particular semester.
- **CGPA** (Cumulative Grade Point Average): is the accumulated average of grade points obtained for all semesters attended.
- **Examinations** refer to any form of evaluation based on a list of questions administered to students for the purpose of assessing their academic achievement.
- **Continues Assessment:** refers to assessment such as progress report, proposal defence, laboratory work and mid-term examination and a final examination.

- **Dissertation** refers to the documentation of the original research prepared and submitted by the student for the award of the degree for the **PhD/Master’s program** by research and mixed mode.
- **Doctoral degree by research** refers to a doctoral degree program where candidates are required to contribute to original research in a research environment.
- **Formal consultation** refers to meetings or discussions that are recorded in log books, or in emails, and which have attendance list and minutes.
- **Informal consultation** refers to meetings or discussions that are not recorded, for example, telephone discussions and/or telephone meetings.
- **Mixed mode Program** refers to postgraduate Programs with at least a 50 per cent research component.
- **Progress report** refers to the periodic submission to the department of a report regarding a candidate’s progress.
- **Dissertation/Thesis examination committee** should include at least a chairperson and examiner(s).
- **Thesis** refers to the documentation of the original research prepared and submitted by the candidate for the award of the degree for the doctoral Program by research, and mixed mode.

- **Viva Voce** an examination session in which the student is required to present and defend his/her thesis/dissertation in an oral examination attended by the Panel of Oral Examination.
- **Residential** refers to number of days at University.
- **He/Him/His/She/Her** the usage of these terms apply to male and female student or staff.
- **Candidature** refers to postgraduate student by research.

SECTION A: POSTGRADUATE PROGRAM BY COURSEWORK

1.0 THE ACADEMIC YEAR

1.1 The University's Academic Year is divided into two long semesters that is the January and the July Semesters.

1.2 The academic year is divided as illustrated in Table 1.

Table 1: Academic Year*

	January	July
Registration for new/ continuing students	1 week	1 week
Classes	9 weeks	9 weeks
Mid-semester break	1 week	1 week
Classes	8 weeks	8 weeks
Revision	1 week	1 week
Examinations	2 weeks	2 weeks
Total academic weeks	22	22
Semester break #	4 weeks	4 weeks
TOTAL	52 weeks	52 weeks

Important Note:

*The academic year is subject to change.

**Some programmes conducted at UniKL may adopt different academic calendar(s).

#The duration of semester break may change from time to time.

2.0 STUDENT STATUS

2.1 A student status is based on the following conditions. A student must have:

- 2.1.1 Registered as a student with the University for the academic programme during the stipulated registration duration;
- 2.1.2 Registered for courses stipulated in the study plan for the said semester within the specified duration; and
- 2.1.3 Paid for his tuition fees.

3.0 SEMESTER REGISTRATION

3.1 New Students

- 3.1.1 Students who have been offered entry are required to register within the time indicated by the University;
- 3.1.2 Students may apply for deferment of the program registration for not more than two (2) semesters, there after the offer is no longer valid.

3.2 Continuing Students

- 3.2.1 All students must register their academic semester within the time stated by the University with all related payments must be paid prior to registration.

3.3 Registration Period

3.3.1 Registrations are opened until the Friday before the first week of the new academic semester.

3.4 Late Registration

3.4.1 Late registration is opened/allowed from Monday to Friday of the first week of the new academic semester and will be subjected to a fine of RM100.

3.4.2 Students are responsible to notify Postgraduate Unit/Academic Services of Institute if they are unable to register during the stated period.

3.4.3 If a student fails to register his/her academic semester within the specified period without formally notifying any valid reason, as required in 3.4.2, his/her student's status will be deferred, or he/she will be dismissed from the University.

3.4.4 The deferred semester stated in item 3.4.3, will be included in the duration of his study.

4.0 COURSE REGISTRATION

4.1 Course Registration Requirements

4.1.1 Students must register for their courses before the academic semester begins. Students will not be allowed to attempt examinations for unregistered courses.

4.1.2 A student's semester registration for his semester will be revoked and his student's status will be deferred or terminated if he fails to register his courses within the specified period, unless he provides valid reasons acceptable by the Dean of Institute;

4.2 Adding Course(s)

4.2.1 Students may add course(s) before the end of Week 1 of an academic semester but the approval to do so is subject to the availability of places in the classes concerned.

4.3 Dropping or Withdrawing Course(s)

4.3.1 Courses may be dropped before the end of Week 9 of an academic semester.

4.3.2 For application to drop registered courses by end of Week 4 – the course(s) will not be appeared in the transcript.

4.3.3 For application to withdraw registered courses from Week 5 to Week 9 – the course will be recorded in the results slip as 'W', and this grade will not be calculated in the GPA for the respective semester.

4.3.4 Withdrawal is not allowed after Week 9.

4.3.5 Approval to drop/withdraw a course is subject to the minimum number of credits (as shown in Table 2) that must be maintained by the student for the current semester.

Table 2: Minimum credits taken/ to be maintained per semester based on mode of study

Mode of Study	Minimum credits to be taken
Full Time	9
Part Time	6

4.3.6 A student must pay for the registration of the course that he/she has withdrawn from in item 4.3.3

4.4 Verification of Registered Courses

4.4.1 Students are responsible to verify the correctness of their registration records by Week 4 and to print/save their course registration slip via online.

4.5 Summary of Registration Timeline

Activity	Duration	Week
Semester registration	1 week	Week 0
Late semester registration (with fine of RM100)	1 week	Week 1
Add and drop	2 weeks	Week 0 – 1
Drop only	3 weeks	Week 2 – 4
Verify courses registration records	2 weeks	Week 3 – 4
Withdraw	5 weeks	Week 5 – 9

Disclaimer: Some programmes may use different operation calendar

5.0 DURATION OF STUDY

5.1 A student may choose to enroll as a full-time or part-time student.

5.2 The duration of studies for both part-time and full-time students are shown in the following table:

Table 3: Duration of studies for Master's degree Program

Mode of Registration	Full Time		Part Time	
	Minimum	Maximum	Minimum	Maximum
Coursework or Mixed Mode	1 Year *	3 years	2 years	years

**Subject to the Ministry of Higher Education's approval*

5.3 Residential Requirements

- 5.3.1 The residential requirement for postgraduate student is the duration of the minimum period of his study.
- 5.3.2 The residential requirement for student with credit transfer is 1 semester.

6.0 STATUS OF STUDY

6.1 Change in the Mode of Study

- 6.1.1 An application to change of his mode of study from Full Time to Part Time or vice versa must be submitted to the Postgraduate Section/Academic Services at the respective Institute before commencement of the new semester.
- 6.1.2 The application must be recommended by the academic advisor and approved by the Dean.
- 6.1.3 The change is allowed only **once** throughout his study. Any request made after Week 1 may not be considered for the current semester.

6.2 Extension of Study

- 6.2.1 An application for extension must be made at least two (2) months prior to the date of expiration of the candidature.

6.2.2 The application along with the justification must be recommended by academic advisor.

6.2.3 The duration for the extension applied must be stated in the application. The completed form is then submitted to Postgraduate Unit/Academic Services of Institute.

6.3 Deferment of Study

6.3.1 Students suffering from illness which have been certified by a medical officer and/or specialist can apply for study deferment. The deferment can only be for two consecutive semesters or one year and will not be included into the number of semesters used for the student's study period.

6.3.2 Application for deferment is also allowed for reasons other than medical ground. The application can be made:

6.3.2.1 Before the beginning of the semester;

6.3.2.2 Before Week 4 of the semester; or

6.3.2.3 Between Week 5 to Week 9;

6.3.2.4 No deferment is allowed after Week 9

6.3.3 Students will have to pay their tuition fees accordingly and the record of their course registrations will be dropped or withdrawn ('W').

- 6.3.4 A first semester student whose application to defer was successful may follow the programme structure of the cohort which he joins.
- 6.3.5 The deferred semester will be included in the duration of the student's study. The maximum duration allowed for each deferment is one year or two consecutive semesters provided that the student can still complete within the total duration of study allowed (refer to Table 2 under item 5.2 for maximum period of study).
- 6.3.6 Students instructed to defer his studies or has been suspended due to disciplinary action will have the period of deferment counted into the number of semesters within the period of study.
- 6.3.7 Deferment for unregistered students:
- 6.3.7.1 Students who did not register their semester and/or courses can be deferred for a maximum of two consecutive semesters. If they still fail to register on the next consecutive semester, they will be dismissed from the University.

6.3.8 Change of status from deferment to in-study:

6.3.8.1 Students may apply to re-activate their registration status from 'Defer' to 'In Study' within the same semester;

6.3.8.2 The request must be made to the Dean of the institute by Week 4.

6.3.8.3 For cases involving mental health, the request must be accompanied with the certificate of mental state.

6.4 Termination of Study

6.4.1 The University reserves the right to terminate a student if:

6.4.1.1 His/Her performance is found academically unsatisfactory, or;

6.4.1.2 His/Her study has reached its maximum period

6.4.1.3 He/She fails to register after 2 consecutive semesters.

6.4.2 The process must be recommended by campus, approved by URPC.

6.5 Withdrawal from a Programme of Study

6.5.1 A student may withdraw from study on acceptable reasons.

- 6.5.2 No refund of fees will be given to the candidate who withdraws after Week 4 of study.
 - 6.5.3 The application must be recommended by the student's academic advisor. The completed form is then submitted to Postgraduate Unit/Academic Services for Dean's approval.
- 6.6 Re-Admission After Termination of Study
- 6.6.1 Students whose studies have been terminated based on academic reasons (refer item 6.4.1.1) may appeal to the Dean of the respective institute within 4 weeks after the announcement of the official results.
 - 6.6.2 ONLY ONE re-admission after withdrawal or termination of studies is allowed for students.
 - 6.6.3 If the appeal is rejected at institute level, student may further appeal to the Senate Appeal Committee.
 - 6.6.4 The decision made by the Senate Appeal Committee on the appeal is final.

7.0 CHANGE OF ACADEMIC PROGRAMME

7.1 Students can only change their academic programme ONCE.

7.1.1 Application attempt stated in item 7.1 (above) exclude any application made by students during the orientation week.

7.2 The approval to change from one academic programme to another must be obtained from the Dean of the Institute before the new semester begins.

7.3 The student will be registered as a first-semester student of the new academic programme.

7.4 The student can apply for credit transfer for the equivalent and passed courses taken in the first programme (refer item 8.0).

7.5 The student will follow the same programme structure that is being followed by the cohort that he later joins at the new programme.

7.6 The maximum study duration is based on the new academic programme.

8.0 CREDIT TRANSFER

8.1 A student is allowed to transfer credits for courses which he has already taken and passed at another academic programme or at another institution

8.1.1 Credit transfer is not allowed for the following situations:

8.1.1.1 The student has failed the previous programme.

8.1.1.2 Credit transfer for passed courses from lower level (vertical credit transfer)

8.2 Credit transfer is allowed for the pass courses from the programme of the same level – horizontal credit transfer as in the following situations:

8.2.1 Courses taken in the previous academic programme within the University (Change of Academic Programme); or

8.2.2 Courses taken at another institution while still studying at the University (Mobility Programme);

8.2.3 Courses taken from the previous academic programme prior to the admission into the University;

8.3 There is no limit of credit transferable. The maximum credits allowable to transfer is subject to:

8.3.1 Residential requirement of 1 semester;

- 8.3.2 Currency of knowledge of 5 years;
- 8.3.3 Minimum credit load per semester (refer item 4.3.2).
- 8.4 Calculation of credit transfer value and grade
 - 8.4.1 Credit value and grade of the relevant course(s) will be transferred and calculated in the GPA and CGPA of the first semester of the new programme or upon continuing to the University for the situations described in item 8.2.1 and 8.2.2.
 - 8.4.2 Only credits value will be transferred and counted in the total credits to graduate for situation described in item 8.2.3.
- 8.5 The conditions for Transferring Credits
 - 8.5.1 The course (s) are of the same credit value or equivalent or more, to the course(s) in the new programme;
 - 8.5.2 The course must be equivalent/similar to 80% in content based on comparison;
 - 8.5.3 The courses have similar learning outcomes;
 - 8.5.4 The course must be from an accredited programme; and
 - 8.5.5 The student must have obtained at least a grade B or equivalent in the courses;

8.5.6 For a combination of courses from the previous academic programme to be considered for credit transfers to one (1) University course, the student must have obtained a minimum of grade B in each of the courses being combined.

8.6 Application for Credit Transfer

8.6.1 All applications for credit transfer must be accompanied with:

8.6.1.1 The certified copies of the original transcript or examination results, and

8.6.1.2 Syllabus or outline of the courses from the relevant institutions.

8.6.2 Students wishing to undergo temporary studies in item 8.2.2 in a different institution recognized by the University must obtain a prior written approval from the University.

8.6.3 Applications must be made before the end of the final examination week of the first semester for student who change his programme or for student continuing to the University after undergoing mobility programme.

9.0 COURSE GRADING SYSTEM

9.1 Grading Scale

Table 4: The relationship between Grade and Point Value

Marks	Grade	Point Value	Status
80-100	A	4.00	Distinction
75-79	A-	3.75	
70-74	B+	3.50	Credit
65-69	B	3.00	
60-64	B-	2.75	Conditional Pass
55-59	C+	2.50	
50-54	C	2.00	
0-49	F	0.00	Fail

Table 5 Marks range for courses graded 'Pass' or 'Fail'.

Mark	Grade	Description	Status
50 – 100	S	Satisfactory	Pass
0 – 49	F	Fail	Fail

9.2 Passing Grade

9.2.1 The general passing grade for all courses is B. However, in some UniKL programmes, the passing grade for each course may depends on

the requirements of the institute which have been endorsed by the Senate.

9.3 Status Other Than Grades

Other than the A, B, C, D, F above, the following status are also used:

- 9.3.1 **I** = Incomplete. The Incomplete (I) status is awarded to students who fail to sit for an examination or fail to complete assignments such as projects and such, in the time given, due to illness and supported by verifications by a Medical Officer or for other reasons with the approval of the Dean. The student is required to sit for a special examination as replacement for the initial examination or finish the incomplete assignment at a date to be fixed by the Dean. An appropriate time extension will be considered but the grade for the course must be available to be endorsed at the next Senate meeting.
- 9.3.2 **IP** = In Progress. The In Progress (IP) status is awarded to student who is taking the dissertation or mini thesis/project. The grade will be given to the student who is not completed the dissertation or mini thesis in the current semester.

- 9.3.3 **IS** = In Complete due to alleged breach of Academic Integrity pending results of enquiries.
- 9.3.4 **CCT** = is given to students who have been granted credit transfer for certain courses in accordance to relevant regulation.
- 9.3.5 **CT (APEL)** = the status of a course which have been awarded credit through Accreditation of Prior Experiential Learning (C) (APEL C).
- 9.3.6 **CE** = is given to the course which has been granted Course Exemption.
- 9.3.7 **S** = Satisfactory and **F** = Failed.
The S status will be given to students who have fulfilled the requirements satisfactorily. The 'S' status is not calculated in the GPA and CGPA. A student who obtains an 'F' status is required to repeat the course to qualify for an 'S' status.
- 9.3.8 **W** = course Withdrawal. This status is given to students who withdrew a registered course within the allocated time, as provided for in item 4.4. The subject will not be calculated in the GPA.
- 9.3.9 **AU** = Audit. This status will be given to students who have registered for a course which is not in the programme requirement and will not be calculated in the student's GPA or CGPA.

- 9.3.10 **XB** = Bar from Examinations. This status will be given to students who fail to attend more than 75% of lessons. Students with this status are considered to have failed in the final examination and also in the overall assessment of the course.
- 9.3.11 **XA** = Absent during Final Examination. This status will be given to students who failed to attend the final examination without medical reason or approval from the Dean
- 9.3.12 **XM** = Examination/Academic Misconduct. This status is given to students who have been failed due to commission of examination or academic misconduct.
- 9.3.13 Students with Grade XB, XA and XM will be given grade point of 0.00.

10.0 ATTENDANCE

- 10.1 Student must attend all classes and other instructional activities conducted by the University.
- 10.2 Students who failed to satisfy the 75% attendance for course with final examinations, without reasons acceptable by the Deputy Dean (Academic & Technology), are not allowed to sit for the final exam of the course.

10.2.1 The course affected in item 10.2 will be given status XB.

11.0 ELIGIBILITY TO SIT FOR FINAL EXAMINATIONS

11.1 Student must attend all classes and other instructional activities conducted by the University.

11.2 Students shall not be allowed to attempt the examination for courses which they have not registered for.

11.3 Students must pay for their university fees prior to sitting for their examination. Otherwise students will be barred from taking the examinations.

12.0 EVALUATION SCHEME

12.1 Course Evaluation

12.1.1 Assessments for each course will be carried out periodically and continuously based on work done within the academic weeks in a semester in the manner determined by the Institute or in accordance with University's approval.

12.2 Types of Assessment

12.2.1 Students' performance is assessed in the following manner:

12.2.1.1 Coursework through tests, assignments/project and quizzes. Contribution from coursework should not be more than 60% except for courses which are assessed entirely based on coursework. However, in some courses the contribution for coursework may depends on the requirements of the institute which have been endorsed by the Senate.

12.2.1.2 Final Examinations will be held at the end of each semester for each course taken. Not more than 40% from the total marks are to be allocated for the final examinations. However, in some courses the contribution for final examination may depends on the requirements of the institute which have been endorsed by the Senate.

12.2.2 Final examinations must be held within the allocated time and in modes approved by the University.

12.2.3 All students, *with* the exception to barred students, are required to sit for the final examinations of courses which they have registered for.

12.2.4 Students who fail to sit for the final examinations:

12.2.4.1 With reasons acceptable to the Dean, will be given an 'I' (Incomplete) status for the course and will be required to sit for a special examination session to change that status.

12.2.4.2 Without reasons or with reasons not acceptable to the Dean, the student will be given an 'XA' for the course and is required to repeat the course.

12.2.4.3 Due to poor attendance record and are barred from examinations, will be awarded with grade 'XB' for the course and is required to repeat the course.

13.0 ACADEMIC STANDING

13.1 Students' academic performance and standing are evaluated using the Cumulative Grade Point Average (CGPA) as described in Table 6.

Table 6: The range of CGPA mapped to the Academic Standing

Academic Standing	CGPA Range
Good Standing (GS)	CGPA \geq 3.00
Probation (PB1)	$2.5 \leq$ CGPA $<$ 3.00
Probation (PB2)	$2.5 \leq$ CGPA $<$ 3.00 after PB1
Failed and Out (F&O)	CGPA $<$ 2.5 or at any semester; or CGPA $<$ 3.00 after PB2;

13.2 The Academic Probation Period will end when the student achieves CGPA \geq 3.00.

13.3 During the Academic Probation Period, the student is not allowed to register for more than 9 to 12 credits. However, the Dean will have the discretion in determining the number of courses appropriate for the student to register.

13.4 For some programmes, students must maintain a B grade in all courses in order to remain in good academic standing and qualify for graduation.

14.0 RE-SIT EXAMINATION

14.1 Eligibility to Re-Sit Examination

14.1.1 Student is eligible to re-sit examination in either of the following criteria (depending on the programme):

14.1.1.1 A student's CGPA falls below 3.00:

14.1.1.1.1 The student is allowed to re-sit a maximum of two courses;

14.1.1.1.2 The student must have already attained at least 65% (mark value 39 of 60) from the total coursework

14.1.1.2 A student's course grade falls below B grade:

14.1.1.2.1 The student must have attained 60% (mark value 36 of 60) of coursework

14.2 Re-sit examination will be conducted after the provisional results are released which is after the University Research and Postgraduate Committee Meeting.

14.3 The student needs to pay RM50 administrative fee per course.

- 14.4 The mark of the re-sit examination will be added to his coursework marks to decide the result of the course.
- 14.5 The maximum grade a student can attain after the re-sit attempt is Grade B.
- 14.6 For the purpose of the CGPA calculation, the best grade will be counted.
- 14.7 Repeating course after re-sitting examination:
- 14.7.1 For condition under item 16.1.1.1 - If the student still attained a CGPA <3.00 after the re-sit, the student will need to repeat the course(s).
 - 14.7.2 For condition under item 16.1.1.2 - If the student obtained a grade lower than B in the re-sit exam, he/she has to repeat the course.
 - 14.7.2.1 Student who failed to obtain a B grade after re-sitting the course, he/she is allowed to repeat the course in the subsequent semester.
 - 14.7.2.2 If he/she fails to obtain grade B or better for the second time, he/she is allowed to re-sit the course.
 - 14.7.2.3 If he/she fails to obtain a B grade after re-sitting, he/she should be considered as Failed and Out (F&O).

14.8 Failing to attempt the re-sit during the period above, the student will need to repeat the course.

15.0 ANNOUNCEMENTS OF THE EXAMINATION RESULTS

15.1 The Provisional Results

15.1.1 Provisional Results of 'Pass' or 'Fail' may be released to students after University Research and Postgraduate Committee approval. However, the results are subjected to Senate endorsement

15.1.2 Students who wish to appeal against their academic standing may do so based on the Provisional Results.

15.2 The Official Examination Results

15.2.1 The Official Examination Results will be announced after the endorsement by the Senate of the University.

15.2.2 The Official Examination Results are released to students who do not have any outstanding University fees.

15.2.3 The student's results may be released to a third party as agreed by the student (in writing) and if the student has no outstanding University fees.

16.0 APPEALS TO REVIEW ASSESSMENT

- 16.1 Student is allowed to appeal to re-assess their final examination answer script.
- 16.2 Appeals for re-assessment of the final examination can be made by filling the 'Appeal on Examination Grade' form and payment of RM100 per course.
- 16.3 Applications must be made to the respective Dean, within 14 days after the announcement of the official final examination results.
- 16.4 The payment is **refundable** if the advised grade is **higher** from the grade obtained earlier. However, if the revised grade is **lower or unchanged**, the processing fee will **not be refunded**.

17.0 BREACH OF THE EXAMINATION RULES AND REGULATIONS

- 17.1 The course attempted by the student who has been reported to have breached the examination rules and regulations will be given the status of 'IS' pending the results of the Academic Disciplinary enquiries. If the reported breach is proven and the student is penalized, the grade XM will be awarded for that course.

18.0 CONFERMENT OF DEGREE

18.1 Students are conferred a master's degree if the following conditions have been fulfilled:

18.1.1 Passed all the required courses and complete the minimum credit to graduate for the academic programme;

18.1.2 Obtained an overall CGPA ≥ 3.00 ;

18.1.3 Fulfilled all other academic requirements to graduate;

18.1.4 The conferment of the degree upon he/she has been endorsed by the Senate.

SECTION B: POSTGRADUATE PROGRAM BY RESEARCH

1.0 THE ACADEMIC YEAR

1.1 The University's Academic Year is divided into two semesters which is January and July Semesters.

2.0 STUDENT STATUS

2.1 Student status is based on the following conditions:

- 2.1.1 Registered as a student with the University for the Academic Program on the stipulated registration duration;
- 2.1.2 Registered for courses stipulated in the study plan for the said semester within the specified duration; and
- 2.1.3 Paid for tuition fees.

3.0 SEMESTER REGISTRATION

3.1 New Students

- 3.1.1 Students who have been offered entry are required to register within the time indicated by the University;
- 3.1.2 Students may apply for deferment of the program registration for not more than two (2) semesters, there after the offer is no longer valid.

3.2 Continuing Students

3.2.1 All students must register their academic semester within the time stated by the University, submit successfully their progress report and pay all related payments which must be paid prior to registration.

3.3 Registration Period

3.3.1 Registrations are opened until the Friday before the first week of the new academic semester.

3.4 Late Registration

3.4.1 Late registration is opened/allowed from Monday to Friday of the first week of the new academic semester and will be subjected to a fine of RM100.

3.4.2 Students are responsible to notify Postgraduate Unit/Academic Services of Institute if they are unable to register during the stated period.

3.4.3 If a student fails to register his/her academic semester within the specified period without formally providing any valid reason, he/she will be terminated from the University.

4.0 COURSE REGISTRATION

- 4.1 Student must register and pass the compulsory courses within the first year of the enrollment (refer Table 7 and Table 8).
- 4.2 The courses will be graded as 'Pass' or 'Fail'.

Table 7: Compulsory courses for non-social science programme

No.	Course	Level	Code
1	Research Methodology	Master	WEG 60103
2	Research Methodology	PhD	WEG 70103
3	Innovation Technology and Entrepreneurship	Master	WEG 60203
4	Innovation Technology and Entrepreneurship	PhD	WEG 70203
5	Thesis	Master/PhD	based on campuses

Table 8: Compulsory courses for social science programme

No.	Course	Level	Code
1	Research Methodology for Social Science	Master	ECG 60104
2	Research Methodology for Social Science	PhD	ECG 70104

3	Innovation Technology and Entrepreneurship	Master	WEG 60203
4	Innovation Technology and Entrepreneurship	PhD	WEG 70203
5	Thesis	Master/PhD	based on campuses

4.3 Student may need to register for any other course(s) to fulfillment the programme requirement.

4.4 Credit Exemption of the compulsory courses

4.4.1 Undergone a similar course at postgraduate level prior to registering as a candidate at UniKL with 70% similarity in content to the above courses; or

4.4.2 Has successfully completed a master's degree by research; or

4.4.3 Has more than 3 years working experience in a research/business environment; and

4.4.4 The application for the exemption must be submitted to the Institute before the end of Week 4 according to the intake, recommended by the Head of Postgraduate and approved by the Dean of IPS.

5.0 DURATION OF STUDY

5.1 A student may choose to enroll as a full time or part time student. However, international student must enroll only full time student.

5.2 The duration of studies for both part time and full time students are shown in the following table:

Table 9: Duration of studies for Master's degree program

Mode of Registration	Full Time		Part Time	
	Minimum	Maximum	Minimum	Maximum
Research	2 Year *	3 years	3 years	5 years

**Subject to the Ministry of Higher Education's approval*

Table 10: Duration of studies for Doctoral's degree program

Mode of Registration	Full Time		Part Time	
	Minimum	Maximum	Minimum	Maximum
Research	3 Year *	7 years	4 years	10 years

**Subject to the Ministry of Higher Education's approval*

5.3 UniKL Senate may allow exemptions for outstanding students who completed their studies within shorter period.

5.4 Residential Requirements

5.4.1 The residential requirement for full time students is the duration of the minimum period of his/her study. However, for part time students the duration of the minimum period is 15 days a year.

6.0 STATUS OF STUDY

6.1 Students will maintain his/her status of candidature by renewing his/her semester registration throughout their studies period.

6.2 Change in the Mode of Study

6.2.1 An application to change of his/her mode of study from Full Time to Part Time or vice versa must be submitted to the Postgraduate Unit at the respective Institute before commencement of the new semester.

6.2.2 The application must be recommended by IRPC and approved by URPC.

6.2.3 The change is allowed only **ONCE** throughout his study. Any request made after Week 1 may not be considered for the current semester.

6.3 Extension of Study

6.3.1 An application for extension must be made at least six (6) months before the maximum

semester of study, for an example: Master full time has maximum duration of study 3 years or 6 semester, therefore, the submission of application must be done within Semester 5 in order to obtain extension for Semester 7.

6.3.2 The duration for the extension can only allowed for one semester with valid reason and strong justification.

6.3.3 The completed form with strong recommendation by supervisors is then submitted to Postgraduate Unit/Academic Services of Institute.

6.3.4 The application must be recommended by IRPC and approved by URPC.

6.4 Deferment of Study

6.4.1 Students suffering from illness which have been certified by a medical officer and/or specialist can apply for study deferment, subject to IRPC approval.

The medical deferment:

6.4.1.1 Can only for the duration of two consecutive semesters or one year;

6.4.1.2 Will not be included into the number of semesters in the study period;

- 6.4.1.3 Will not incur normal tuition fee, but a retaining fee will be charged if the application is submitted after Week 4.
- 6.4.2 Application for deferment is also allowed for reasons other than medical, subject to IRPC approval.
The deferment:
 - 6.4.2.1 Must be made before Week 4;
 - 6.4.2.2 Will be included as a study semester, therefore the semester will be calculated in the study period;
 - 6.4.2.3 A retaining fee will be charged, a normal tuition fee will be charge if any application is made after Week 4.
- 6.4.3 Students are not allowed to defer more than two (2) consecutive semesters or one (1) year.
- 6.4.4 No deferment is allowed after Week 9. Any application made after Week 9 may not be entertained.
- 6.4.5 A student who has been instructed to defer his/her studies or has been suspended due to disciplinary action will have the period of deferment counted into the number of semesters within his/her period of study.

6.4.6 A student who has been dismissed due to his/her failure to register for his/her semester can appeal to the Dean of IPS, for re-admission by Week 6 of the current semester.

6.5 Termination of Study

6.5.1 The University reserves the right to terminate a student if:

6.5.1.1 His/Her academic standing is Failed and Out (F&O); or

6.5.1.2 He/She has reached the maximum period of study; or

6.5.1.3 He/She fails to renew his/her semester registration; or

6.5.1.4 He/She fails to register after two (2) consecutive deferment.

6.5.2 The termination from study must be recommended by the IRPC (clause 6.5.1.1) and/or IPS (clause 6.5.1.2, 6.5.1.3, and 6.5.1.4) and approved by the URPC.

6.6 Withdrawal from a Programme of Study

6.6.1 A student may withdraw from study on acceptable reasons and justification.

6.6.2 No refund of fees will be given to the candidate who withdraws after Week 4 of study.

- 6.6.3 The application must be recommended by IRPC and approval by the Dean of IPS.
- 6.7 Re-Admission After Termination of Study
 - 6.7.1 Students whose studies have been terminated may appeal to the Dean of IPS within 4 weeks after the announcement of the official results.
 - 6.7.2 Only one re-admission after withdrawal or termination of studies is allowed for students.
 - 6.7.3 If the appeal is rejected by Dean of IPS, student may further appeal to the Senate appeal committee.
 - 6.7.4 The decision made by the Senate appeal committee on the appeal is final.

7.0 CHANGE OF ACADEMIC PROGRAMME

- 7.1 Students can only change their academic programme once throughout his study.
- 7.2 The change of programme is allowed only during the first year of study. Any request made there after may not be considered.
- 7.3 The approval to change from one academic programme to another must be recommended by IRPC and approved by URPC.

8.0 GRADING SCHEME

8.1 The grading scale is described as in Table 11 - Table 13.

Table 11: Grading marks for courses and proposal defense

Mark	Grade	Description	Status
50 – 100	S	Satisfactory	Pass
0 – 49	F	Fail	Fail

Table 12: Grading scheme for thesis

Grade	Description	Status
S	Satisfactory	Pass
F	Fail	Fail

Table 13: Grading scheme for progress report

Grade	Description	Status
IP-S	Satisfactory	Pass
IP-NS	Fail	Fail

Note: Proposal defense and progress report are not courses in programme structure. The grading scheme for proposal defense and thesis (above) are solely for the purpose of monitoring on the students' performance.

9.0 RESEARCH ASSESSMENT

9.1 Progress Report

9.1.1 All students need to submit report on the progress of their research to their supervisor at the end of academic semester within the timeline stated by the IPS.

9.1.2 All students must present his/her research work at group presentations and discussions or at any conference/seminar/colloquium;

9.1.2.1 A Master's degree student is encouraged to present at least one (1) research presentation;

9.1.2.2 A PhD student must at least present two (2) research presentations

9.1.3 If a student submit his/her progress report and receives a non-satisfactory status (NS) for their progress report, therefore the student must deliver an oral presentation at his/her respective Institute which will be coordinated by the IRPC.

9.1.4 If a student fails to submit his/her progress report within the timeline stated by the IPS, he/she will receive non-satisfactory status (NS).

9.2 Proposal Defense

9.2.1 All research students are to prepare a detailed written research proposal to be presented to a panel consisting of experts in the area of research, with at least two panel of examiners that appointed by the respective Institute.

9.2.2 The student need to complete proposal defense as table below:

Table 14: Proposal defense completion and submission

Level of Study	Programme	To be completed in
Master	All Programme	Semester 1 (Full Time) Semester 2 (Part Time)
PhD	Engineering, IT, Medical Science, Pharmacy	Semester 2 (Full Time) Semester 3 (Part Time)
PhD	Management Programme	Semester 3 (Full Time) Semester 4 (Part Time)

9.2.3 The evaluation of the proposal may have 3 outcomes:

9.2.3.1 **Pass**

The student is allowed to proceed with the research with no modifications.

9.2.3.2 **Conditional Pass**

The student is allowed to proceed with recommended minor modifications and revised proposal will endorsed by the supervisor.

9.2.3.3 **Fail**

Student is required to present and defense his/her proposal next following semester. If the student failed during second attempt of his/her proposal defense, the student will be terminated from the study.

10.0 ACADEMIC STANDING

10.1 A students' academic performance and standing per semester are as per described in Table 15.

Table 15 : Academic Standing

Academic Standing	Description
Good Standing (GS)	<ol style="list-style-type: none">1. Satisfactory progress report; and2. Passed proposal defense; and3. Passed viva voce
Probation 1 (PB1)	<ol style="list-style-type: none">1. Unsatisfactory progress report; or2. Conditional passed for proposal defense; or3. Failed proposal defense; or4. Failed viva voce
Probation 2 (PB2)	Attained conditions as per description in item (1) and (2) in Probation 1 (PB1) for the second time.
Fail and Out (F&O)	<ol style="list-style-type: none">1. Unsatisfactory progress report for three times consecutively; or2. Failed the proposal defense twice consecutively; or3. Failed re-viva

11.0 CHANGE OF SUPERVISOR, CO-SUPERVISOR, RESEARCH AREAS AND TOPICS

- 11.1 A student must apply to the respective institute to change topic or area of study, or supervisors or co-supervisor.
- 11.2 Permission to change topic or field of research must be approved by the current main supervisor.
- 11.3 Changing of supervisor and co-supervisor must be recommended by IRPC and approved by URPC.
- 11.4 A student is allowed to apply for a change of supervisor once during his/her minimum duration of study, for an example: master full time – within 4 semester or part time – within 6 semesters.
- 11.5 In the event where supervisors did not perform and unable to fulfill the supervisory duties satisfactorily, the Dean of the Institute may appoint another qualified academic staff as a replacement based on supervisor's appointment criteria.

12.0 PREPARATION, SUBMISSION AND EXAMINATION OF THESIS

- 12.1 All Master's and PhD thesis must be written in English.
- 12.2 If the student wishes to write in other language, he/she needs to attain for the endorsement from the Senate of UniKL.
- 12.3 Draft thesis submission must be checked and approved by the main supervisor before proceeding to viva voce or oral presentation examination.

13.0 THESIS SUBMISSION

- 13.1 A Master or PhD student is required to submit the "Notice of Submission of Thesis" form to IPS at least three (3) months prior to the actual submission date as per timeline stated by the IPS and must remain active until the viva voce examination session.
- 13.2 If the student submit a "Notice of Submission of Thesis" form in the current semester and manage to submit the draft thesis to IPS before the end of the semester, the student is only required to pay the thesis fee in the following semester.
- 13.3 However, if the draft thesis is not submitted within 3 months from the date of thesis submission at current

- semester until end of the semester, registration and tuition fees are applicable for a new following semester.
- 13.4 Students are required to submit Master (4 copies) and PhD (5 copies) soft-bound of their thesis for the examination purposes.
- 13.5 The University will not accept a thesis/dissertation that has been previously submitted for the purposes of examination either to this or any other universities.
- 13.6 Only registered active students can submit their thesis. Submission of the thesis is only allowed after the completion of the minimum stipulated period of studies.
- 13.7 A student may request for early notice of thesis submission upon recommended by IRPC and approved by URPC for Senate UniKL endorsement.
- 13.8 Extension of draft thesis submission:
- 13.8.1 Only one (1) extension with maximum three (3) months period is allowed; and
- 13.8.2 A student must submit a written application recommended by the main supervisor and submit to IPS.
- 13.8.3 Should a student fail to submit the draft thesis, he/she must resubmit a new notice of thesis submission form application to IPS for approval.

13.9 Final hardbound thesis submission must be checked and approved by IPS.

14.0 EXAMINATION OF THESIS

14.1 All thesis will be subjected to a viva voce examination or oral defense which will be organized by IPS.

14.2 It is compulsory for student to bring Student ID and a copy of thesis during viva voce examination.

14.3 Medium of communication during viva voce is English.

14.4 The viva session conducted by IPS will consist of the following:

Master

- Chairman (Associate Professor and above)
- Convener (Senior lecturer with PhD in related field)
- One (1) External Examiner
- One (1) Internal Examiner
- Observer: Supervisor's & Co-Supervisor's (optional)

PhD

- Chairman (Associate Professor and above)
- Convener (Senior lecturer with PhD in related field)
- One (1) External Examiner
- One (1) Internal Examiner
- Observer: Supervisor's & Co-Supervisor's (optional)

- 14.5 It is the student's responsibility to provide his/her correct contact information for efficient communication on examination related matters.
- 14.6 The category of result to be given for Viva-Voce (examination) are:
- 14.6.1 Pass
 - 14.6.2 Pass with minor correction (1 – 3 month) or (1 – 6 month)
 - 14.6.3 Pass with major correction (6 – 12 month)
 - 14.6.4 Re – Viva (re – examination) (6 – 12 month)
 - 14.6.5 Fail
- 14.7 The official list of correction will be given to the candidate at the end of viva voce session.
- 14.8 If the student requires more than a stipulated time to complete the corrections, he/she may apply for an extension with the recommendation of the Panel of Examiners and submit to IPS.
- 14.9 If the thesis is to be submitted for re-examination, the student is required to submit a "Notice of Thesis Submission" form, endorsed by the main supervisor, at least 1 month before the actual submission date. This is to allow for arrangements for a new viva voce to be made.

14.10 Three (3) hardbound copies and one (1) digital copy must be submitted within thirty (30) days after the list of correction submitted to IPS.

14.11 The outcome of the thesis examination, as recommended by the Panel of Examiners, will be submitted to URPC for approval and subsequently for endorsement by the Senate of UniKL.

15.0 RE – VIVA (RE – EXAMINATION)

15.1 Re – examination category is made if the thesis;

15.1.1 Has major weaknesses that need additional work to improve the quality of the thesis before submission;

15.1.2 Requires additional experiments, statistical analyses, revision of a large body of text, and thesis content of the literature review;

15.1.3 Other related comment from the panel of examiners.

15.2 The candidate can submit the thesis for re-examination after he/she has made the changes/corrections as listed in the Panel of Examiners report.

15.3 Panel of Examiners will recommend only 'Pass' or 'Fail' after the re-viva voce session.

15.4 The re-examination must be made by all previously appointed examiners, chairman, and convener.

15.5 The category to be given for re-viva (re-examination) are:

15.5.1 Pass

15.5.2 Fail

16.0 CONVERSION FROM MASTER'S DEGREE TO DOCTOR OF PHILOSOPHY

16.1 A student with bachelor's degree who are registered for master's degree programme by research may apply to convert his/her studies to the doctoral degree programmes subjected to the following conditions:

16.1.1 Within 1 year for full time and within 2 years for part time candidates;

16.1.2 Having shown excellent result from his/her on-going master research thesis;

16.1.3 Having shown competency and capability in conducting research at doctoral level through rigorous internal evaluation by the IRPC and URPC;

- i. Published at least 1 WoS/ISI indexed journal or 2 Scopus indexed journal or 3 Scopus proceeding or 3 Scopus book/

book chapter based on research done during candidacy; and

- ii. Present at least 1 research work at any conference or seminar or colloquium at University or National or International level; **AND**

16.1.4 Pass all the internal presentation evaluation and assessment at the Institute and IPS level.

16.1.5 Approval by the URPC and endorse by Senate of UniKL.

17.0 CONFERMENT

17.1 A student is only qualified to be awarded a postgraduate degree after fulfilling the following conditions:

17.1.1 Pass all the compulsory courses required by the program;

17.1.2 Pass and submit the hardbound thesis;

17.1.3 Fulfilled all other academic requirements to graduate;

17.1.4 The conferment of the degree upon he/she has been endorsed by the Senate of UniKL.

SECTION C: GENERAL PROVISION

1.0 ACADEMIC OFFENCE

1.1 Commission of an Academic Offence

1.1.1 Academic offence is any action which the effect of would have unfairly promoting or enhancing one's academic standing.

1.1.2 There are two categories of academic offences:

1.1.2.1 Academic Misconduct

1.1.2.2 Examination Misconduct

1.2 For academic misconduct, the penalty can be any one or a combination of two or more of the following penalties ranging from:

1.2.1 Reprimanding students in writing;

1.2.2 Redo assignment with reduced marks (determine by assessor);

1.2.3 Student's work is given 0 mark;

1.2.4 Reducing 50% marks for student's coursework;

1.2.5 Suspension for one semester;

1.2.6 Expulsion from the university;

1.3 For examination misconduct; if the student is found to have committed a breach of any of the examination rules and regulations, the student can be imposed with either one of the following penalties:

- 1.3.1 Given 'F' grade for that particular subject and suspension from the university for one semester;
or
 - 1.3.2 Expulsion from the university.
- 1.4 If the penalty to be imposed is suspension or expulsion, the decision must be endorsed by Senate of UniKL.

2.0 ACADEMIC MISCONDUCTS FOR RESEARCH PROGRAMME

2.1 The Academic Misconducts are as listed below, the list is however, not exhaustive.

2.1.1 Plagiarism

Plagiarism consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only a list of references. Paraphrasing without appropriate citation is also plagiarism. With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his/her name. If even one part of work contains

plagiarised materials, penalties will normally be imposed on all group members, equally.

2.1.1.1 Similarity index:

2.1.1.1.1 Any written work with more than **20%** Similarity Index, requires re-submission.

2.1.2 Collusion

Collusion is when a student or students collaborate with another student or students as an individual or group with the intention of cheating to gain a mark or grade to which they are not entitled. Students who allow another to copy their work are also committing collusion. Both parties are liable to be penalized.

2.1.3 Fraud and forgery

The commission of fraud and forgery include but not limited to falsification of University academic records, including attendance records, regarding oneself or others, forging the signature of academic officers on any official University forms, altering or changing an examination results or like document so as to mislead other or causing false information to be presented at an academic proceeding.

2.1.4 Abuse of Resources

Infringing upon the right of other students to fair and equal access to any University library materials and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the University Library Management or not returning materials upon deadline.

Attempting deliberately to prevent other user's access to their work or to prevent other user's access to the University's computer system, depriving them of resources, and degrading the system's performance, or copying or destroying files or programs without consent.