UNIVERSITI SULTAN ZAINAL ABIDIN

PERATURAN AKADEMIK SISWAZAH MOD PENYELIDIKAN

GRADUATE ACADEMIC RULES RESEARCH MODE

PUSAT PENGAJIAN SISWAZAH
GRADUATE SCHOOL

GRADUATE ACADEMIC RULES

RESEARCH MODE

Approval of the 188th Senate Meeting No.3/2023 dated March 6, 2023

Approval of the 190th Senate Meeting No. 5/2023 dated April 30, 2023 (Amendment)

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UNIVERSITI SULTAN ZAINAL ABIDIN

PHILOSOPHY
Integration of Islamic and Contemporary Excellence for the Benefit of the Ummah

VISION
Become a Leader for Contemporary Integration Islamic Universities

MISSION
Develop holistic people through excellent education and high-impact research based on smart experience to preserve society

THRUST FIELD
Islamic Civilization
Health Sciences
Sustainable Agriculture

CORE VALUES
Knowledge
Faith
Charity
Morality

MOTTO
Knowledge for the Benefit of Humanity

ABBREVIATIONS

MQA	Malaysian Qualification Agency
UniSZA	Sultan Zainal Abidin University
PPS	Graduate Studies Centre
JAPSU	University Academic Committee for Graduate Studies
CGPA	Cumulative Grade Point Average
NEC	National Education Code
ISI	International Scientific Indexing
LKP	Research Progress Report
NoS	Notice of Thesis Submission
GoT	Graduate on Time

1.0 INTRODUCTION

The Graduate Studies Center (PPS) was established on 1st July, 2007 to ensure that the management of graduate studies can be conducted smoothly and in an orderly manner. Accordingly, PPS is responsible for coordinating graduate programmes conducted at the faculty/institute level, further assuring the advancement of graduate programmes at University Sultan Zainal Abidin (UniSZA). The function is consistent with UniSZA's mission to develop scholars in a range of scientific disciplines.

This rule applies as a reference for all students enrolled in research mode graduate study programmes. It also acts as a guideline for faculties and institutions when organising and implementing graduate study programmes.

2.0 GENERAL ENTRY REQUIREMENTS

2.1 Prospective graduate students must meet the following requirements in order to get admission:

2.1.1 The following are the general requirements for admission to the master's programme research mode:

(i) Bachelor's degree in a related field or fields with a **minimum GPA of 2.75/4.00 OR** equivalent that is recognised by the Senate; or

(ii) A bachelor's degree in a related field or fields or equivalent with a **minimum CGPA of 2.50/4.00 AND not reaching a CGPA of 2.75/4.00** can be accepted subject to strict internal evaluation; or

(iii) A bachelor's degree in a related field or fields or equivalent with a **minimum CGPA of 2.00/4.00 AND not reaching a CGPA of 2.50/4.00** can be accepted subject to a minimum of **FIVE (5)** years of work experience in a related field and rigorous internal evaluation; or

(iv) Candidates who do not have qualifications or work experience in related fields must follow the prerequisite courses set by UniSZA and meet the minimum CGPA as in **Items (i) to (iii)**; or

(v) Other qualifications recognised by the Senate.

2.1.2 The general admission conditions to the doctoral programme research mode are as follows:

(i) Master's Degree in a related field or fields recognised by the Senate; or

(ii) Other qualifications equivalent to a Master's Degree recognised by the Malaysian Government.

(iii) Candidates who do not have qualifications or work experience in the field or related fields must follow the prerequisite courses set by UniSZA.

2.2 Along with the special entry requirements established by the faculty or institution in accordance with the field of study, these general admission requirements must be read in conjunction with the admission requirements established by the standard programme offered by the Malaysian Qualifications Agency (MQA).

2.3 International students who wish to pursue graduate level studies must comply with the English language competency requirements. English competency equivalence score table as follows:

English Competency Test	Name of Component	CEFR Low B1	CEFR Mid B1	CEFR High B1	CEFR Low B2	CEFR Mid B2	CEFR High B2
MUET	MUET	B3.0		B3.5	B4.0		B4.5
IELTS	IELTS	4.0	4.5	5.0	5.5	6.0	6.5
TOEFL	TOEFL iBT	30 - 31	33	40	46	60	79
	TOEFL Essentials (Online)	5	6.5	7.5	8	8.5	9.5
PEARSON TEST OF ENGLISH	PTE Academic/ PTE Academic (Online)	36	43	47	51	59	63
CAMBRIDGE ENGLISH QUALIFICATIONS AND TESTS	(i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	140	147	154	160	169	176
	(ii) Linguaskill Online						
	(iii) Occupational English Test (OET) (Conventional/Online)	-	-	-	200	250	300
ELS	Certified Intensive English Programme Level (CIEP Level)	106		107	108	109	

**Refer to letter: JPT(A)1000/016/018/07Jld.17(12) dated 6 March 2023*

2.4 Exceptions to English language competency requirements for international students are as follows:

2.4.1 International students from countries that use English as an official language; **OR**

2.4.2 International students using academic qualifications from institutions that use English as the medium of instruction entirely; **OR**

2.4.3 International students who have obtained a degree from a higher education institution in Malaysia; **OR**

2.4.4 International students who will write a thesis in Malay or Arabic.

2.5 Countries or regions that use English as an official language are South Africa, United States, Anguila, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Dominica, Eswatini, Fiji, Philippines, Gambia, Ghana, Gibraltar , Grenada, Guam, Guernsey, Guyana, Hong Kong, India, Isle of Man, Jamaica, Jersey, Jordan, Canada, Kenya, Cayman Islands, Cook Islands, Falkland Islands, Northern Mariana Islands, Marshall Islands, Pitcairn Islands, Solomon Islands, Turks & Caicos Islands, British Virgin Islands, Kiribati, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Niue, Pakistan, Palau, Papua New Guinea, Federated States of Micronesia, Puerto Rico, Christmas Island , Norfolk Island, Republic of Ireland, Rwanda, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Samoa, American Samoa, Seychelles, Sierra Leone, Singapore, Sint Maarten, Sudan, Tanzania, Tokelau, Tonga, Trinidad & Tobago, Tuvalu, Uganda, United Kingdom, United States Virgin Islands, Vanuatu, Zambia, Zimbabwe.

2.5 Cumulative Grade Point Average Equivalence (CGPA) for admission requirements is as follows:

CGPA 4.0	CGPA 5.0	Average Score	Class	Class in Arabic
3.67 and above	4.58 and above	85 - 100	First	Mumtaz
3.00 – 3.66	3.75 – 4.57	76 – 84	Second Upper	Jayyid Jiddan
2.75 – 2.99	3.43 – 3.74	69 – 75	Second Lower	Jayyid
2.50 – 2.74	3.12 – 3.42	68	Second Lower	Jayyid
2.00 – 2.49	2.50 – 3.11	60 - 67	Pass	Maqbul

3.0 DIRECT ADMISSION TO THE DOCTOR OF PHILOSOPHY PROGRAMME FOR APPLICANTS WITH BACHELOR'S DEGREE ACADEMIC QUALIFICATIONS

3.1 Candidates who have a Bachelor's Degree can apply for direct admission to the doctoral programme subject to the following conditions:

3.1.1 Have a Bachelor's Degree in a field or related fields with a first-class qualification (**CGPA 3.67/4.00 and above**) or an equivalent qualification with an academic programme or Technical and Vocational Education and Training (TVET);

3.1.2 Through a rigorous internal screening process; and

3.1.3 Meet other conditions set by UniSZA.

3.2 Eligible candidates will be given a conditional admission offer to pursue full-time doctoral studies.

3.3 Students must also meet the admission requirements within **ONE (1)** year after registering for studies. The conditions that must be met are as follows:

3.2.1 Present research proposal papers to the Evaluation Committee at the faculty/ institute.

3.2.2 Have a minimum of **ONE (1)** article published in an ISI/Scopus indexed journal.

3.2.3 Demonstrate competency in conducting research at the Doctor of Philosophy level certified by the Principal Supervisor and the Evaluation Committee at the faculty/institute level.

3.3.4 Obtain a **minimum score of 80%** based on the evaluation by the Evaluation Committee at the faculty/institute level to be certified by the Academic Committee for Graduate Studies of the University (JAPSU) and approved by the Senate.

3.4 The Faculty/Institute Level Evaluation Committee must consist of at least **THREE (3)** members namely:

3.4.1 Faculty Dean/Institute Director/equivalent representative as Chairman;

3.4.2 **TWO (2)** experts in relevant research fields from UniSZA staff or from other institutions.

3.5 Students who do not meet the conditions in **Article 3.3** will be **CHANGED** studies to the Master's level.

4.0 STUDY DURATION

4.1 The duration of study that qualifies students for graduation is as follows:

Level of Study	Full-time		Part-time	
	Typical	**Maximum**	**Typical**	**Maximum**
Master	4 Semesters (2 Years)	8 Semesters (4 Years)	6 Semesters (3 Years)	10 Semesters (5 Years)
Doctor of Philosophy	6 Semesters (3 Years)	12 Semesters (6 Years)	8 Semesters (4 Years)	14 Semesters (7 Years)

4.2 The Senate can grant exceptions to outstanding students who successfully complete their studies earlier than the typical period.

5.0 ACADEMIC RESIDENTIAL REQUIREMENT

5.1 The period of academic existence of international students at UniSZA is at least **ONE (1)** semester throughout the study period. **Refer to letter: MQA.100-1/7/2 Vol.3 (16) dated 3 September 2020.*

5.2 The academic presence requirement refers to the physical and non-physical presence of students at UniSZA. **Refer to letter: MQA.100-1/7/2 Vol.3 (21) dated 21 January 2021.*

6.0 ADMISSION OFFER

6.1 PPS will issue offer letters to all selected applicants. The offer letter is only valid for **12 months** from the date it is issued.

6.2 Candidates are required to comply with all conditions stated in the offer letter.

6.3 The offer will be **VOID** if the candidate fails to register within the specified period.

6.4 Candidates whose offer letter has been canceled must apply for re-admission.

6.5 The offer letter will be issued as follows:

6.5.1 Full offer for prospective students who meet all admission requirements.

6.5.2 Conditional offers for prospective students as follows:

i) Direct admission to the Doctor of Philosophy programme for prospective students who have a Bachelor's level academic qualification

ii) Does not meet the English language qualification requirements.

6.6 Prospective students who receive a conditional offer for Article 6.5.2 (ii) must comply with the following conditions:

6.6.1 Follow the English language preparation course organized by the International Center with a time limit of two (2) years maximum; **AND**

6.6.2 Sit the Malaysian University English Test (MUET) or any other exam that has been aligned to the Common European Framework of Reference (CEFR) to meet the English language competency requirements.

7.0 REGISTRATION

7.1 Students who have been approved for study sponsorship can register for the study semester by attaching a copy of the sponsorship approval letter.

7.2 First semester registration for new students is as follows:

7.2.1 Prospective students must pay registration and study fees to enable semester registration.

7.2.2 Prospective students must register and meet the conditions stated in the offer letter.

7.3 Registration for the next semester is as follows:

7.3.1 Students need to fill in the Student Progress Report in the previous semester and pay the tuition fee to enable registration for the semester.

7.3.2 Students who did not register for the previous semester are **NOT ALLOWED** to register for the current semester.

7.3.3 Students need to register for the current semester online according to the set date as stated in the registration notice specified through the Student Portal.

7.4 Students who fail to register for a semester **TWO (2)** times in a row will be terminated immediately.

7.5 Semester registration for students who have submitted a thesis for examination is as follows:

7.5.1 Students who have submitted their theses for examination but have not attended for the Oral Examination (Viva Voce) will still need to register to activate the current semester.

7.5.2 No tuition fees are charged to students if they submit their thesis for examination within **SIX (6)** weeks from the date of registration for the current semester.

7.6 Semester registration for students repeating the Oral Examination (Viva Voce) as follows:

7.6.1 Students still need to register to activate the current semester.

7.6.2 Students only need to pay the examination fee.

8.0 RESEARCH METHODOLOGY COURSE

8.1 All research mode graduate students **MUST** attend and **PASS** the Research Methodology Course organized by PPS in the **FIRST** year of study.

8.2 This course will be conducted using English as the medium of instruction.

8.3 Students need to send a letter of application for exemption and attach a relevant certificate or document as proof.

8.3.1 Students need to send a letter of application for exemption and attach a relevant certificate or document as proof.

8.3.2 Exceptions are only given if the student has attended a research methodology course within **FIVE (5)** years prior to study registration.

8.4 Students who do not pass the Research Methodology Course are **NOT ALLOWED** to apply for a Thesis Submission Notice.

9.0 CONVERSION OF STUDY LEVEL FROM MASTER TO DOCTOR OF PHILOSOPHY

9.1 Students of the Master's programme may apply to convert to the doctoral programme subject to the following conditions:

9.1.1 Be in the **FIRST** year of study for full-time candidates **OR** in the **SECOND** year of study for part-time candidates.

9.1.2 Have a minimum **CGPA of 3.30/4.00** at the Bachelor's Degree level or equivalent.

9.1.3 Publish at least **ONE (1)** article related to the research field in a WoS/Scopus indexed journal.

9.1.4 Achieve competence and ability in conducting research at the Doctor of Philosophy level through detailed evaluation by the university.

9.2 Qualified Master’s programme students must:

9.2.1 Make an application to convert their study level to the Graduate School through the faculty/institute.

9.2.2 Submit an advanced research proposal paper that meets the scope of the doctoral level study and is supported by the Main Supervisor.

9.2.3 Present research proposal papers to the Evaluation Committee at the faculty/ institute.

9.3 The Evaluation Committee must consist of at least **THREE (3)** members namely:

9.3.1 Dean of the faculty/Director of the institute/equivalent representative as Chairman.

9.3.2 **TWO (2)** experts in relevant research fields from UniSZA staff or from other institutions.

9.4 The report from the Evaluation Committee prepared by the Chairman must be received by PPS within **ONE (1)** month after presentation.

9.5 Applications to convert from a Master's programme to a Doctor of Philosophy must be approved by the Senate.

10.0 APPOINTMENT/TERMINATION OF CO-SUPERVISORS

10.1 Filling in the Co-Supervisor Appointment/Termination form.

10.2 Obtain approval from the Main Supervisor and the faculty/institute.

10.3 Attaching the latest curriculum vitae for the appointment of Co-Supervisor candidates from institutions outside UniSZA.

11.0 APPLICATION FOR CHANGE OF FACULTY/INSTITUTE, MODE OF STUDY, FIELD OF STUDY/NEC, METHOD OF STUDY, MAIN SUPERVISOR AND CO-SUPERVISOR

11.1 The conditions to qualify students to make any exchange application are as follows:

11.1.1 Students must have **Active Student (PA)** status.

11.1.2 Fill out the relevant exchange application.

11.1.3 Obtain approval from the Main Supervisor and the faculty/institute.

11.2 For applications to **change faculties/institutes**, students must obtain:

11.2.1 Approval from Main Supervisor and current faculty/institute.

11.2.2 Approval from the new faculty/institute.

11.3 For applications to **change study mode from research mode to mixed mode/course work** or vice versa:

11.3.1 Applications must be made within **FOUR (4)** weeks from the start of the

current semester.

11.3.2 Students need to obtain approval from the new faculty/institute if relevant.

11.3.3 Changing the study mode is only allowed **ONE (1)** time throughout the study.

11.4 For applications to **change fields of study/NEC**:

11.4.1 Students need to obtain approval from the new faculty/institute if relevant.

11.4.2 Changing the field of study/NEC is only allowed **ONE (1)** time throughout the course of study.

11.5 For applications to **change from full-time to part-time registration** or vice versa:

11.5.1 Change of method of study is only allowed **ONE (1)** time throughout the course of study.

11.5.2 The application is subject to the conditions of the maximum period of study.

11.5.3 Students who have been approved for an extension of the study period are **NOT** allowed to change the method of study.

11.5.4 International students may **NOT** change their method of study because they are only allowed to study full-time.

11.6 For applications to **change Main Supervisors**, students must obtain:

11.6.1 Approval from the current Main Supervisor.

11.6.2 Approval from the new Main Supervisor.

11.6.3 Approval from the current faculty/institute.

11.6.4 Approval from the new faculty/institute if relevant.

11.7 For applications to **change Co-Supervisors**, students must obtain:

11.7.1 Approval from the current Main Supervisor.

11.7.2 Approval from the new Co-Supervisor.

11.7.3 Approval from the current faculty/institute.

11.7.4 Approval from the new faculty/institute if relevant.

12.0 DEFERMENT/WITHDRAWAL FROM STUDIES

12.1 Students who apply for deferment/withdrawal from studies within **SIX (6)** weeks after the semester begins will be refunded all fees paid during that semester except registration fees and the Research Methodology Course.

12.2 For any application for deferment/withdrawal from studies, students must:

12.2.1 Filling out the deferment/withdrawal application

12.2.2 Obtain approval from the Main Supervisor and the faculty/institute.

12.3 For applications to **defer studies**,

12.3.1 Application for deferment of the current semester can be made no later than **SIX (6)** weeks from the date of registration for the new semester with a reasonable reason.

12.3.2 Deferment applications sent after **SIX (6)** weeks from the new semester registration date, for health reasons or other reasonable reasons may be considered and subject to the approval of the PPS Dean.

12.3.3 Application for deferment **exceeding SIX (6)** weeks from the semester registration date is not eligible for a refund of tuition fees.

12.3.4 Students who apply for deferment of studies for health reasons must attach a medical verification document from a government hospital or clinic.

12.3.5 Applications to defer studies are only allowed for a **maximum of TWO (2)** semesters.

12.3.6 Approval of deferment of studies for **more than TWO (2)** semesters is subject to the approval of the PPS Dean.

12.3.7 During the deferment period, the student is categorized as **STUDY DEFERRED (TP)** until the student re-registers for the semester of study.

12.3.8 Students who defer their studies are not allowed to carry out any academic-related matters and use the laboratory/studio facilities at UniSZA.

12.4 For applications to **withdraw from studies**,

12.4.1 Students need to obtain confirmation of debt status relief.

12.4.2 International student visas whose withdrawal is approved will be terminated.

13.0 EXTENSION OF STUDY PERIOD

13.1 Students can apply for an extension for **ONE (1)** semester only for each application.

13.2 Applications must be approved by the Main Supervisor and the faculty/institute.

13.3 This application is limited to **TWO (2)** extensions throughout the study period.

13.4 Applications to extend the period of study **beyond TWO (2)** times are subject to the approval of the PPS Dean with reasonable grounds.

13.5 Applications must be made at least **TWO (2)** months before the end of the maximum period of study.

14.0 RESEARCH PROGRESS REPORT

14.1 Students are required to submit the Research Progress Report (LKP) through the student portal each semester **BEFORE** the commencement of the following semester registration period.

14.2 The LKP will be evaluated by the Principal Supervisor through the Research Progress e-Report. Students will be given a **SATISFACTORY (M)** or **UNSATISFACTORY (TM)** result based on the evaluation by the Main Supervisor.

14.3 Students or Supervisors who have problems completing the LKP online can send the LKP form to PPS manually.

14.4 Students will be terminated if they get an **UNSATISFACTORY (TM)** result for **TWO (2)** consecutive semesters.

14.5 Students can print a copy of the LKP through the student portal.

14.6 Failure to fill out the LKP will result in students **NOT** being able to register for the next semester.

15.0 NOTICE OF THESIS SUBMISSION

15.1 Students who wish to apply for a Notice of Thesis Submission (NoS) must meet the following conditions:

15.1.1 Achieving the minimum period of study from the date of registration to the date of submission of the Thesis Submission Notice form:

Level of Study	Full-Time	Part-Time
Master	2 semesters (1 year)	4 semesters (2 years)
Doctor of Philosophy	4 semesters (2 years)	6 semesters (3 years)

15.1.2 Attend and pass the Research Methodology Course based on **Article**

8.0.

15.1.3 Obtain a **PASS** result in the presentation of research proposal papers and research findings at the faculty/institute level.

15.1.4 Publish an article or articles that have been accepted for publication throughout the study period related to the thesis as follows:

Intake Session	Publication
Semester II Session 2015/2016 (February 2016)	**TWO (2)** articles in refereed journals for doctors of philosophy and **ONE (1)** article in refereed journals for masters.
Semester I Session 2019/2020 (September 2019)	**TWO (2)** indexed articles for doctor of philosophy and **ONE (1)** indexed article for masters**.** Students must be the **First Author** or **Corresponding Author.**
Semester I Session 2020/2021 (September 2020)	Students must be the **First Author** or **Corresponding Author**. Doctor of Philosophy level: **TWO (2)** Scopus/ISI indexed articles or **ONE (1)** Scopus/ISI indexed article and **TWO (2)** other indexed articles Masters level: **ONE (1)** Scopus/ISI indexed article or **TWO (2)** other indexed articles

15.2 NoS approval by JAPSU is only valid for a period of **THREE (3)** months and the student must submit the thesis for inspection within that period.

15.3 Students who require an extension of time for thesis submission must write a letter of appeal to the Dean of PPS **at least 14** days before the submission deadline. Appeals for extension of period are only allowed **ONE (1)** time.

15.4 The student will receive written notification from PPS of the extension application's outcome. The approved extension term is for **ONE (1)** month only, beginning with the thesis submission date, **EXCEPT** when there is a valid justification and supporting documentation.

15.5 Students who fail to submit their thesis according to the set time period must re-apply for the NoS.

16.0 THESIS SUBMISSION FOR EXAMINATION

16.1 Students are allowed to submit a thesis for examination as follows:

16.1.1 Filling out the thesis submission form.

16.1.2 Fill out the plagiarism screening confirmation form and attach **ONE (1)** copy of the Plagiarism Check Report that has been certified by the Main Supervisor.

16.1.3 Submit **THREE (3)** soft bound copies of the thesis.

16.1.4 Send **ONE (1)** CD-ROM/USB Flash Drive unit containing the thesis in PDF and Word format.

16.2 The plagiarism review report must be **less than 25%** using the plagiarism filtering software used by PPS.

17.0 THESIS EXAMINATION

17.1 The thesis will be examined by an Internal Examiner and an External Examiner as specified in the respective standard programme.

17.2 After the presentation by the student during the oral examination (viva voce), the Thesis Examination Committee will inform the student of one of the following decisions:

17.2.1 Pass without corrections (**not exceeding ONE (1)** month for thesis submission); or

17.2.2 Pass with minor corrections (**not exceeding THREE (3)** months to make corrections); or

17.2.3 Pass with moderate corrections (**not exceeding SIX (6)** months to make corrections); or

17.2.4 Pass with major corrections (**not exceeding NINE (9)** months to make corrections); or

17.2.5 Oral Re-Examination (Re-Viva Voce) (**minimum SIX (6) months** and **maximum TWELVE (12)** months to resend); or

17.2.6 Failed the Oral Examination.

17.3 Failure to attend the oral examination without prior notification and a valid reason to the PPS will result in the student being disqualified.

17.4 PPS will inform students and supervisors in writing of the results of the oral examination based on the report by the Chairman of the Thesis Examination Committee.

17.5 For the thesis correction submission process, students need to submit the following documents:

17.5.1 Thesis correction form that has been confirmed by the Principal Supervisor.

17.5.2 The thesis correction confirmation form that has been verified by the Internal Examiner and/or External Examiner as specified in the Chairman's Report.

17.5.3 Thesis in PDF format that has been corrected based on the Chairman's Report and the Examiner's Report.

17.6 Students who need an extension of time for correction or resubmission, must write a letter of appeal to the Dean of PPS **at least 14** days before the deadline

for submission.

17.7 PPS will inform the student of the decision of the extension application in writing. The approved extension period is for **ONE (1)** month only starting from the deadline for the submission of thesis corrections **EXCEPT** for reasonable reasons and accompanied by supporting documents.

17.8 Approval of additional extension applications is subject to the approval of the PPS Dean.

18.0 DEFERMENT OF ORAL EXAMINATION

Students who have health problems or emergencies before/during the Oral Examination (Viva Voce) can request a deferment in writing to the Dean of PPS.

19.0 APPEAL OF ORAL EXAMINATION RESULT

19.1 Students who fail the oral exam can make an appeal.

19.2 Appeals must be submitted to the Dean of PPS **within 30** days after the date of the oral examination.

19.3 Student appeals will be taken to the Appeals Committee.

19.4 Appeal decisions are final.

20.0 ORAL RE-EXAMINATION

20.1 Students are allowed to submit the thesis for re-examination after correcting the thesis as required in the Report of the Chairman, Internal Examiner and External Examiner.

20.2 Students must submit the thesis within the prescribed period which is a **minimum of SIX (6)** months and a **maximum of 12** months.

20.3 Students must resubmit items/documents as stated in **Article 16.1**.

20.4 Students need to pay the examination fee for the purpose of oral re-examination.

20.5 Students who have submitted an examination thesis do not need to pay the tuition fee for the semester, the student only needs to register for the semester to ensure that the student status is active.

20.6 Students must attend the repeat oral examination as prescribed.

20.7 The results of the re-examination are final and **NO** re-examination is allowed for a second time.

21.0 SUBMISSION OF FINAL THESIS

21.1 The submission of the final thesis can be sent to PPS after the student has obtained Senate approval.

21.2 Students must submit **TWO (2)** hardcover copies of the thesis to PPS along with:

21.2.1 **TWO (2)** CD-ROM/ USB Flash Drive units containing a digital copy of the thesis in PDF format.

21.2.2 Thesis status confirmation form.

21.2.3 Hardcover thesis verification form.

21.2.4 Final thesis submission form.

21.2.5 Academic transcript information form.

21.2.6 Academic transcript application / letter of graduation confirmation form.

22.0 GRADUATION

22.1 Students need to prove that the article accepted for publication in **Article 15.1.4** has been successfully published.

22.2 Students will be eligible for graduation after meeting the following conditions:

22.2.1 Resolve all applicable fees and other charges (if any); and

22.2.2 Confirmation of graduation that has been approved by the Senate.

22.3 If it is determined that the student violated **Article 61 of the UniSZA Constitution**, which may be found on the Registrar's Office -- UniSZA website, the degree may be revoked.

23.0 GRADUATE ON TIME

23.1 The Graduate on Time (GoT) period for full-time studies is as follows:

Category	Master	Doctor of Philosphy
Social Science	2 Year	3 Years
Science/ Medicine (Non Clinical)	2 Years 6 Months	4 Years 6 bulan
Medicine (Clinical)	3 Years	5 Years

23.2 The GoT period is calculated from the date of first semester registration to the date of Senate approval to be eligible for graduation.

24.0 TERMINATION OF STUDY

24.1 The University may terminate a student's studies at any time when the student:

24.1.1 Violate any University regulations;

24.1.2 Providing false information during registration or throughout the study period;

24.1.3 Commit academic and disciplinary misconduct;

24.1.4 Exceeding the prescribed maximum semester;

24.1.5 Failing to clear tuition fees or other payments within the stipulated time;

24.1.6 Perform other actions contrary to the University's rules and laws;

24.1.7 Obtaining an **Unsatisfactory (TM)** result in the Research Progress Report for **TWO (2)** consecutive semesters.

24.1.8 Failed to register studies for **TWO (2)** consecutive semesters.

24.2 Students who have graduated can submit an appeal by filling in the Continuing Studies Appeal Form **within 30** days from the date of graduation.

24.3 Graduation status code based on General Data Code; Ministry of Higher Education Data Collection System as follows:

CODE	DETAIL
14	DEATH
51	QUIT – FINANCIAL PROBLEMS
52	QUIT – CHANGE PROGRAMME
53	QUIT – CHANGE INSTITUTIONS
54	QUIT – CHANGE PROGRAMMES AND INSTITUTIONS
55	QUIT – HEALTH PROBLEMS
56	QUIT – PERSONAL REASONS
61	DISMISSED – EXAMINATION FAILED
62	DISMISSED – DISCIPLINARY/DISCIPLINARY PROBLEMS (CRIMINAL)
63	DISMISSED – DISCIPLINARY/DISCIPLINARY PROBLEMS (NON-CRIMINAL)
64	DISMISSED – FAILURE TO PAY TUITION FEES
65	DISMISSED – HEALTH PROBLEMS
66	DISMISSED – FAILED TO REGISTER

25.0 APPEAL FOR CONTINUING STUDIES

25.1 Appeal applications to continue studies must be made within **TWO (2)** months after the student has been dismissed from studies.

25.2 The decision of the appeal to continue studies is final.

26.0 SOURCE OF AUTHORITY

26.1 These academic regulations must be studied in conjunction with any guidelines or standards that may be periodically released by the Department of Higher Education, the Ministry of Higher Education, and the Malaysian Qualifications Agency.

26.2 The recent special matter approved by the Senate is automatically applicable and takes precedence over any related issues mentioned in these regulations.

26.3 This rule is effective for students intake of Semester II Session 2022/2023.

26.4 Other existing students are subject to the academic rules in force according to their respective admission sessions.

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