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CONSTITUTION OF UNIVERSITI ISLAM SULTAN SHARIF ALI

(Section 29)

REGULATIONS FOR THE POSTGRADUATE STUDIES

Pursuant to the powers vested in Section 29 of the Constitution of Universiti Islam Sultan Sharif Ali (UNISSA) the Council hereby makes the following rules and regulations.

1. INTERPRETATION

For the purpose of these Regulations, unless otherwise provided, the following expressions shall have the following meanings:

“ABS” means a valid absence;

“BoE” means Board of Examiners;

“Centre” means a Centre or an institution established under section 18(1) of the Constitution;

“CGPA” means Cumulative Grade Point Average;

“Constitution” means the Constitution of UNISSA;

“Coursework” means the study whereby the students are required to undertake stipulated courses within stipulated time periods in fulfilment of the requirements for the award of the degree pursued;

“CPS” means the Centre for Postgraduate Studies.

“Dean” means the Dean of a Faculty or Head of an institution established under section 19 of the Constitution;

“Deferment of Registration” means permission to defer registration to another semester.

“Deferment of Study” means permission granted to defer studies;

“Director” means the Director of a Centre established under section 19 of the Constitution;

“Dissertation” means the document prepared by students enrolling Postgraduate Studies Programme in Coursework and Dissertation;

“External Examiner” means a member of an academic institution or a qualified individual outside the University appointed by the Director of the Centre for Postgraduate Studies on the recommendation of the Dean of Faculty and the Postgraduate Studies Committee (PSC) with the approval of the Senate to examine a dissertation or thesis and conduct the oral examination (Viva-Voce) on students;

“Faculty” means a Faculty or a centre established under section 18(1) of the Constitution;

“GP” means Grade Point;

“GPA” means Grade Point Average;

“Internal Examiner” means a member of the University’s academic staff appointed by the Director of the Centre for Postgraduate Studies (CPS) on the recommendation of the Dean of Faculty and PSC with the approval of the Senate to examine the dissertation or thesis and conduct the oral examination (Viva-Voce) on students;

“IVA” means invalid absence;

“Oral Examination Committee” means the committee established under these Regulations;

“Postgraduate Studies Programme” means the postgraduate academic programmes offered by the University;

“PSC” means the Postgraduate Studies Committee at the University level.

“Senate” means the Senate of UNISSA;

“Supervisor” and **“Co-Supervisor”** mean academic members of the University appointed by the Director of CPS on the recommendation of the Dean of Faculty and approval of the PSC and endorsement by the Senate to supervise the work of students and oversee their performance throughout the period of study;

“Thesis” means the original document on research done by the students enrolling Postgraduate Studies Programme by Research only.

“University” means the Universiti Islam Sultan Sharif Ali or UNISSA.

Any other interpretation of terms in these regulations is to be made by UNISSA only.

2. NAME, EFFECTIVE DATE, USAGE

- 2.1 These Regulations may be cited as the Regulations for Postgraduate Studies (Revised 2015) and will be referred to as the “Regulations”.
- 2.2 The Regulations shall be applicable to all students enrolled in a programme conferring a Postgraduate Diploma, Master, Doctor of Philosophy (PhD) or any other Doctoral Degree.
- 2.3 The Regulations shall be read in conjunction with the Rules for each particular programme.

3. ADMISSION REQUIREMENTS

- 3.1 Applicants wishing to apply for admission to the Postgraduate Studies shall have the academic qualification and fulfil the following requirements:

3.1.1 Postgraduate Diploma

- a. the Primary School Religious Examination certificate.
 - (i) a degree in Shariah or Law (LLB) from any university or institution recognized by the University Senate; **or**
 - (ii) other first degree qualifications recognized by the University Senate with work experience as a legal practitioner or in related areas, for at least three (3) years, and has been recommended by the Head of Department where the applicant is working.
- b. All applicants who had fulfilled the entry requirements may have to sit and pass a University Admission Test.

3.1.2 Master Programme

- a. A Bachelor Degree with Honours in a related discipline with a Second Class Lower (with CGPA at least 2.66) or its equivalence from any institution recognised by the Senate; or
- b. Other qualifications equivalent to a Bachelor Degree with Honours with three (3) years of relevant professional experience recognised by the Senate; and
- c. Fulfils any other special requirements from the Faculty concerned.

3.1.3 PhD and any other Doctoral Programme

- a. A Master Degree from UNISSA or other institutions recognised by the Senate; or
- b. Other qualifications equivalent to a Master Degree with relevant professional experience recognised by the Senate; or
- c. Currently enrolling a Master Programme at UNISSA and recommended by the faculty and approved by the PSC to pursue study at PhD or any other Doctoral Degree Programme with the Senate's endorsement; or
- d. A Bachelor Degree with First Class Honours from UNISSA or other institutions recognised by the Senate fulfilling any other special requirements from the Faculty concerned.

4. APPLICATION FOR ADMISSION

- 4.1 Application for admission shall be made in the prescribed Application Form and to be submitted to the CPS.
- 4.2 All applications will be reviewed and endorsed by the respective Faculty's Admission Committee and approved by the University Admission Committee.
- 4.3 Application for admission is open throughout the year and only successful applicants will be notified.
- 4.4 Application for programme by Coursework & Dissertation will be offered if there are at least five (5) candidates registered for the programme.

- 4.5 Application for a programme by Research shall be accompanied by a Research Proposal which includes inter alia the introduction; problem statement; significance of the research; objectives; aims; literature review; references; methodology; chapterisation; research planning and time frame.

5. REGISTRATION AND FEES

- 5.1 The intake and registration of new students shall be as follows:
- 5.1.1 A candidate, who has been accepted into a programme, must register as a student of the University and pay the prescribed fees. He/she must also renew his/her registration as a student and pay the fees within the first two (2) weeks of each semester.
 - 5.1.2 A candidate who fails to register within the first two (2) weeks of the semester shall be terminated from his/her programme and / or the University.
 - 5.1.3 Notwithstanding Regulation 5.1.2, a candidate may appeal to register after the two (2) weeks period subject to a written explanation to the Registrar and if approved, a late registration fee of BND25.00 will be imposed.
 - 5.1.4 Registration of courses in each semester must follow the programme structure as determined by the Senate. Any reduction or increase in the credit hours shall be approved by the Dean of the Faculty concerned.
 - 5.1.5 A candidate must pay his/her tuition fees before registering for his/her courses. Failure to do so will result in his/her registration being suspended.
 - 5.1.6 A student who fails to register in each semester without a written consent to defer his/her studies under Regulation 9 and Regulation 10, may be terminated from his/her programme and / or the University.

- 5.1.7 Termination of candidature through Regulation 5.1.2 and Regulation 5.1.6 will be reviewed and recommended by the Dean of the respective Faculty and approved by the Senate.

5.2 Types of registration

- 5.2.1 A candidate must register either as a full-time or part-time student starting from the date of the first registration.
- 5.2.2 A candidate may apply to change the mode of his/her registration from full-time to part-time or vice-versa once during the entire period of his/her candidature, subject to a written explanation and approval of the Registrar.
- 5.2.3 The application under the Regulation 5.2.2 must reach the Registrar's office at least two (2) months before the start of the final semester of his/her candidature.
- 5.2.4 A student who enrolls in a study programme by Research, must schedule meetings with his/her supervisor not less than 10 contact hours for a part-time student and 15 hours for a full-time student every semester.
- 5.2.5 A candidate may be required to sit in any course as an audit. A course taken as an audit will not be counted to determine the GPA and generally will not be counted to fulfil the requirements to obtain a degree except if provided otherwise. A candidate who enrolls in an audit course is required to abide by the rules and regulations concerning class attendance as stated in Regulation 12.2. The credits for the course are not counted in determining the coursework load for the semester.

5.3 Deferment of registration

A candidate who has been accepted into a programme of study but has not registered may opt to defer his/her study programme by sending in a written application to the Registrar through the Director of CPS within four (4) weeks from the registration date. The period of deferment may not be less than one (1) semester and not more than two (2) semesters.

6. MODE OF STUDY

6.1 A candidate may choose one of the following study types (subject to the types of study offered);

6.1.1 By Coursework only; or

6.1.2 By Coursework and Dissertation; or

6.1.3 By Research only.

6.2 To be conferred with a degree, a student must obtain the following number of credit hours:

6.2.1 36 credit hours for Postgraduate Diploma;

6.2.2 60 credit hours for Master by Coursework only;

6.2.3 40 credit hours for Master by Coursework and Dissertation;

6.2.4 32 credit hours for Master by Research;

6.2.5 48 credit hours for PhD and any other Doctoral Degree.

7. PROBATIONARY CANDIDATURE

7.1 A student under the Postgraduate Programme by Research will be assigned a probationary status for the first six (6) months of his/her candidature where he/she is required to submit a Research Proposal to the satisfaction of the Faculty.

- 7.2 During the probationary period, international students are not allowed to leave the country.
- 7.3 The Dean of Faculty shall appoint a Qualifying Test Committee not later than two (2) months after the student's registration.
- 7.4 A student under Regulation 7.1 is required to sit a qualifying test to defend his/her Research Proposal not later than two (2) weeks after the appointment of Qualifying Test Committee.
- 7.5 The Qualifying Test Committee shall be appointed from qualified individuals by the Dean of Faculty based on the expertise as follows:
- a. Dean of the respective Faculty or representative as the Chairman; and
 - b. At least two (2) academic members of the Faculty; and
 - c. The Assistant Registrar of the respective Faculty as Secretary.
- 7.6 The Committee shall announce the result of the defence to the student within the same day of the Qualifying Test.
- 7.7 The results of the Qualifying Test shall be one of the followings:
- a. Accepted and recommended for candidacy; or
 - b. Accepted subject to minor corrections; or
 - c. Accepted subject to major corrections; or
 - d. Not accepted and not recommended to proceed. The student will be subjected to submit a new proposal and repeat the Qualifying Test.
- 7.8 The decision of the Committee shall be final.

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- 7.9 If the acceptance is subject to minor corrections, the student will be allowed not more than one (1) month to resubmit the proposal.
- 7.10 If the acceptance is subject to major corrections, the student will be allowed not more than three (3) months to resubmit the proposal.
- 7.11 The student failure to submit a satisfactory research proposal within the six (6) months period will result in his candidature being terminated.

8. DURATION OF STUDY

- 8.1 Study duration is subject to the followings:

Programme	Period of Study (Months)			Mode of Study
	Minimum	Fixed	Maximum	
Postgraduate Diploma	12	24	36	Full Time
Master Degree by Coursework	24	24	36	
Master Degree by Coursework and Dissertation	18	24	36	
Master Degree by Research	12	24	36	
PhD and any other Doctoral Degree	24	36	48	
Postgraduate Diploma	18	36	48	Part Time
Master Degree by Research	18	36	48	

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PhD and any other Doctoral Degree	30	60	84	
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- 8.2 A student may apply for extension up to the maximum duration as stated in Regulation 8.1.
- 8.3 The first (1st) extension application is subject to the approval of the Director of CPS with the recommendation of the Dean of the respective Faculty.
- 8.4 The second (2nd) extension application is subject to the approval of the Senate with the recommendation from PSC.
- 8.5 Upon getting approval of extension as stated in Regulation 8.3 and Regulation 8.4, the student may proceed with the study and submit the dissertation or thesis for examination as stipulated in these Regulations.
- 8.6 Application for extension must be made to the Director of CPS through the Dean of the respective Faculty at least three (3) months before the expiry of the duration of study.
- 8.7 A student who has reached the end of the maximum period of study will be deemed as failed and shall be terminated from the University.
- 8.8 In the case of an international student who has been terminated, the Immigration Department will be notified for the termination of Visa.

9. DEFERMENT OF STUDY

- 9.1 A student may apply to defer his/her study on leave of absence provision on the grounds provided under Regulation 10.

- 9.2 Deferment of study may be allowed for a period of not more than two (2) semesters consecutively.
- 9.3 The deferment of study is subject to the approval of the Senate with the recommendation from PSC.
- 9.4 The period of deferment will not be considered as part of the fixed study period.
- 9.5 A student whose deferment of study has been approved shall not be considered as a registered university student, and shall not be eligible to use any facilities provided by the University.
- 9.6 In the case of an international student who has deferred his/her study, the Immigration Department will be notified for the cancellation of Visa.
- 9.7 Application for deferment of study must be made to the Director of CPS through the Dean of the respective Faculty.

10. LEAVE OF ABSENCE

- 10.1 Notwithstanding Regulation 8, the Senate may, on the recommendation of the Faculty Board, grant leave of absence to a student on the following grounds:
 - 10.1.1 On medical grounds supported by a medical report issued by a registered medical practitioner; or
 - 10.1.2 On compassionate grounds subject to the following conditions:
 - a. The total period of leave of absence granted under this regulation must not exceed 12 months, which shall not be counted as part of the maximum period of candidature; and

- b. Where leave of absence has been granted on medical grounds, the student must be certified medically fit by a registered medical practitioner before being allowed to resume his/her studies.
- 10.2 Where a student continues to be absent from his/her studies beyond the approved period of absence, the period of such absence shall be counted as part of the prescribed maximum period of candidature.

11. WITHDRAWAL OF CANDIDATURE

- 11.1 A students wishing to withdraw from the programme may inform the Registrar through the Director of CPS in writing stating the reason(s) for his withdrawal.
- 11.2 The notice of withdrawal may be submitted at any time of the study period.
- 11.3 Notice of withdrawal from the programme shall be accompanied by a properly executed University's Clearance Form.
- 11.4 All rights and privileges as a student of the University shall be ceased once the notice of withdrawal from the programme is granted.
- 11.5 In the case of an international student who has been withdrawn, the Immigration Department will be notified for the termination of Visa.
- 11.6 Withdrawn students may re-apply for admission to the University by submitting a new application after one (1) year of withdrawal.

12. WORKLOAD

- 12.1 Credit Hours

The credit hours for every semester for a student who enrolled in a programme is as follows:

Mode of Study	Credit Hours
Full Time	8 – 16
Part Time	4 – 8

12.2 Attendance requirement

12.2.1 A student is required to attend all lectures / tutorials / seminars for all the registered courses.

12.2.2 A student who has less than 80% attendance (with more than 20% absence for IVA), or less than 70% (with more than 30% absence for ABS) for any course(s), will not be allowed to sit for the examination for such course(s), and shall be deemed to have failed and given an F Grade for the course(s).

12.3 Credit hours transfer

12.3.1 A student who has taken graduate course(s) at other universities recognised by the Senate may apply to transfer the credits obtained for the course(s) which is the same and equivalent to the course(s) currently taken.

12.3.2 The grade obtained in the course(s) must be at least Grade B or marks of not less than 70%.

12.3.3 The course(s) was taken not more than three (3) years from the date of registration to the University.

12.3.4 The maximum total credit hour which may be transferred is 16 credit hours.

12.3.5 Application must be made to the Director of CPS through the Dean of respective Faculty.

12.4 Add and drop course(s)

12.4.1 A student may add or drop course(s) with written approval by the Dean of respective Faculty, within the first three (3) weeks of the semester.

12.4.2 Notwithstanding Regulation 12.4.1, the minimum and maximum credit hours of registered course(s) should be as stipulated in Regulation 12.1.

12.4.3 Such application must be submitted to the Director of CPS through the Dean of respective Faculty.

12.5 Withdrawal from course(s)

12.5.1 A student may apply for withdrawal from the registered course(s) after the add and drop period.

12.5.2 Applications for the withdrawal of course(s) may be made after the last day of add and drop period but not later than the end of seventh week of the semester.

12.5.3 Once the withdrawal is approved, the requested course(s) in which the student has enrolled will be dropped from the enrolment. However, the withdrawal will be recorded in the academic transcript as Grade "WDN".

12.5.4 A student who has withdrawn from a course is deemed to have not earned credits in that course, and must make a new enrolment in the semester that follows and fulfil all the requirements of the course including the attendance, assessments, etc.

12.5.5 Application must be submitted to the Director of CPS through the Dean of respective Faculty.

13. DISSERTATION / THESIS

13.1 A student may not submit a research which has already been submitted to UNISSA or any other institutions.

- 13.2 Subject to approval of the supervisor and Dean of the respective faculty, a student may publish papers related to his/her research during the period of study on condition that the papers must contain appropriate acknowledgement to the University.
- 13.3 A Doctorate thesis must not be less than 80,000 words and must not exceed 100,000 words. A Master (by Research) thesis must not be less than 50,000 words and must not exceed 60,000 words. A Master (by Coursework & Dissertation) dissertation must not be less than 30,000 words and must not exceed 40,000 words. The total number of words does not include footnotes, quotations, appendices, formulae, charts and the like.
- 13.4 A dissertation or thesis which contains less than the prescribed minimum number of words shall be rejected.
- 13.5 Permission to write a dissertation or thesis containing words in excess of the stated limit may be obtained from the CPS by an application through the supervisor and the respective Faculty at least three (3) months before submitting the dissertation or thesis for examination.
- 13.6 Subject to the provisions of each individual programme, a dissertation or thesis may be written in Arabic / English / Malay as agreed upon by the Faculty in accordance with each field of study. The abstract of the dissertation or thesis must be written in Arabic, English and Malay and must not exceed 500 words.
- 13.7 Regulations concerning preparation of dissertation or thesis as contained in the UNISSA's Dissertation & Thesis Writing Guidelines must be adhered to.
- 13.8 A student may submit his/her dissertation or thesis for examination earlier upon completing the minimum duration of his candidature as follows:

Programme	Duration (Month)	Mode of Study
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Master Degree (by coursework & Dissertation)	18	Full Time
Master Degree (by research)	12	
PhD and any other Doctoral Degree	24	
Master Degree	18	Part Time
PhD and any other Doctoral Degree	30	

13.9 A student submitting a dissertation or a thesis must:

13.9.1 Notify the Director of CPS by an application three (3) months before the submission of the thesis for examination;

13.9.2 Obtain prior written certification from the supervisor.

13.9.3 Settle the examination fees;

13.9.4 Fulfil all requirements prescribed by the University.

13.10 A student is required to submit five (5) copies of his/her dissertation or thesis to the CPS for examination. A student who has passed the examination must submit the final copies in hardbound cover and a softcopy in a CD to the CPS at the end of the programme.

13.11 A dissertation or thesis may be published upon obtaining recommendation from the examiner(s) and approval of the Board of Examination (BoE).

14. SUPERVISOR

- 14.1 A student enrolled in the Postgraduate Studies Programme shall be assigned a supervisor, or a supervisor and a co-supervisor(s) approved by the Senate.
- 14.2 Appointment of supervisor and co-supervisor(s):
- 14.2.1 PhD and any other Doctoral dissertation or thesis:
- a. A supervisor should be at least an Associate Professor; or
 - b. Under special circumstances, a supervisor and a co-supervisor(s) may be appointed from Senior Lecturers and Lecturers with PhD qualification, respectively.
- 14.2.2 Master dissertation or thesis:
- a. A supervisor should be at least a PhD holder; or
 - b. Under special circumstances, a supervisor may be appointed among Senior Lecturers with relevant academic experience.
- 14.3 When a co-supervisor is appointed, the supervisor shall undertake the supervisory duties and responsibilities.
- 14.4 If, for any reason, the said supervisor or co-supervisor(s) is incapable of carrying out his duties, then the Faculty shall recommend to the Director of CPS to appoint another academic staff to carry out the duties for a period deemed necessary.
- 14.5 If necessary, a student may apply to replace the appointed supervisor or / and co-supervisor(s) with a supervisor or / and co-supervisor(s) of his/her own choice to the respective Faculty for consideration and approval of the Senate, not later than two (2) semesters after the appointment was made.
- 14.6 The supervisor must submit a progress report on the student's work to the Director of CPS through the Faculty at the end of

each semester and immediately prior to the submission of the dissertation or thesis for examination (together with the notice of intention to submit the dissertation or thesis).

15. APPOINTMENT OF EXAMINERS

- 15.1 The CPS shall upon receiving the notice of intention to submit dissertation or thesis for examination require the Dean of the respective Faculty to nominate a list of qualified individuals as Internal and External Examiners.
- 15.2 The Director of CPS shall then submit the names proposed by the respective Faculty to the PSC for deliberation and recommendation, then to the Senate for approval.
- 15.3 The Registrar shall then appoint in writing the External Examiner(s).
- 15.4 The Director of CPS shall then appoint in writing the Internal Examiners(s).

16. EXAMINATION

- 16.1 The Master examination for students by Coursework and Dissertation must include:
 - 16.1.1 Submission of a dissertation for examination after fulfilling all requirements.
 - 16.1.2 A dissertation which will be assessed by one (1) or two (2) Internal Examiners and one (1) External Examiner.
- 16.2 The Master examination for students by Research only must include:

- 16.2.1 A thesis which will be assessed by one (1) or two (2) Internal Examiners and one (1) External Examiner.
- 16.2.2 A thesis which will be assessed by one (1) Internal Examiner and one (1) External Examiner.
- 16.2.3 An oral examination for thesis defence (Viva-Voce) before the Oral Examination Committee.
- 16.3 The PhD and any other Doctoral examination for students by Coursework and Dissertation must include:
 - 16.3.1 Submission of a dissertation for examination after fulfilling all requirements.
 - 16.3.2 A dissertation which will be assessed by at least one (1) Internal Examiner and two (2) External Examiners.
 - 16.3.3 An oral examination for dissertation defence (Viva-Voce) before the Oral Examination Committee.
- 16.4 The PhD and any other Doctoral examination for students by Research only must include:
 - 16.4.1 A thesis which will be assessed by at least one (1) Internal Examiner and two (2) External Examiners.
 - 16.4.2 An oral examination for thesis defence (Viva-Voce) before the Oral Examination Committee.
- 16.5 The Oral Examination Committee:
 - 16.5.1 The Oral Examination Committee consists of:
 - a. Director or representative of CPS as the Chairman,
 - b. External Examiner(s) if present at the University,
 - c. Internal Examiner;

- d. Dean or representative of the respective Faculty.

16.5.2 This Committee will consider the students' examination requirements and make one of the following decisions:

- a. Accepted and recommended as pass without modifications or amendments;
- b. Accepted and recommended as pass with minor modifications or amendments in which the dissertation or thesis has to be resubmitted within a period of not less than three (3) months;
- c. Accepted and recommended as pass with minor modifications or amendments in which the dissertation or thesis has to be resubmitted within a period of not less than three (3) months and not more than six (6) months;
- d. Accepted and recommended as pass subject to major restructuring, revision, and / or major re-modification in which case the dissertation or thesis has to be resubmitted within a period of not less than six (6) months and not more than twelve (12) months, with or without re-viva voce;
- e. The candidate fails and not to be awarded the Degree.

16.6 There shall be a BoE for Postgraduate Studies Programme (by Research only) comprising of:

- a. Assistant Rector as Chairperson;
- b. Director or representative of CPS;
- c. Dean or representative of the respective Faculty;
- d. Internal Examiner(s); and

- e. External Examiner(s) if present at the University.
- 16.7 There shall be a BoE for Postgraduate Studies Programme (by Coursework and Dissertation) comprising of:
- a. Director or representative of CPS as Chairperson;
 - b. Dean or representative of the respective Faculty;
 - c. Internal Examiner(s); and
 - d. External Examiner(s) if present at the University.
- 16.8 The BoE shall consider the student's examination results.
- 16.9 In the event of any disagreement among the examiners, the BoE shall recommend to the Senate that another External Examiner be appointed to examine the dissertation or thesis.
- 16.10 The student is required to submit the final copies of his/her dissertation or thesis after making corrections or amendments (if any) within the period given by the BoE.
- 16.11 The final copies of the dissertation or thesis must be verified and approved of by the Internal Examiner before submission. However, if, under any circumstances, the Internal Examiner is incapable of verifying the final copies of the dissertation or thesis, the Senate shall appoint any respective Faculty member to do so as it deems fit and proper.
- 16.12 The Senate having considered the BoE recommendation will endorse the award of the Master Degree or PhD Degree or other Doctoral Degree.
- 16.13 A student who has failed the Examination shall not be readmitted to the programme.

17. COURSEWORK ASSESSMENT

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17.1 The award of Grade Point (GP) for every semester is for coursework and any other forms of assessment carried out throughout the semester as well as the final semester examination.

17.2 The Grade and GP for coursework will be awarded as follows:

Grades	Marks	Grade Points	Status
A	90 – 100	4.00	Excellent
A-	80 – 89	3.67	Excellent
B+	75 – 79	3.33	Credit
B	70 – 74	3.00	Credit
B-	65 – 69	2.67	Pass
C+	60 – 64	2.33	Pass
C	55 – 59	2.00	Pass
C-	50 – 54	1.67	Fail
D	40 – 49	1.00	Fail
F	0 – 39	0.00	Fail
P/F			Pass / Fail (for a course bearing no grade)
IG			Incomplete Grade
AU			Audit
WDN			Withdrawn
IP			In Progress
Def			Examination Deferred

17.3 Grades awarded without GP

17.3.1 A student who has taken a course which does not require a grade but only pass or fail will be given P / F (Pass/Fail).

- 17.3.2 IG (Incomplete Grade) Grade will be given to a student who has not completed any of the requirements of a particular course due to a reasonable and valid reason(s). The student must complete the course requirements not later than two (2) weeks after the registration of the following semester to attain the complete evaluation and grade.
- 17.3.3 IP (In Progress) Grade will be given to work or project or dissertation which takes more than one semester to complete. It is not given any GP value, but instead its credits will be taken into account in determining the general credits for a particular semester and not for evaluation requirements to obtain a degree. The credits and GP for the work or project or dissertation will only be taken into account for the calculation of total credits for degree requirements and average value when the IP symbol is replaced by a grade.
- 17.3.4 AU (Audit) Grade will be given to a student who has registered and attended a course but is not required to sit for the examination for the said course.
- 17.3.5 WDN (Withdrawn) Grade will be given to a student who has withdrawn from a particular course after obtaining the permission of the respective Lecturer and Dean of Faculty within the prescribed period as mentioned in Regulation 12.5.2.
- 17.3.6 Def (Deferment of Examination) Grade will be given to a student who has been allowed to defer the examination as prescribed in Regulation 22.

17.4 Credit hours, GPA and CGPA

- 17.4.1 All registered courses will be included in the calculation to fulfil the credit requirements. Courses attended as audit, those without grades, those which are given IG, IP,

grades or courses which have been withdrawn and pre-requisite courses will not be included for credit calculation.

17.4.2 GPA and CGPA will be determined according to the following methods:

a. The GPA

Sum of course Credit Hours multiply by Grade Point divided by Registered Credit Hours in the semester. Calculation for the GPA is as follows:

$$\text{GPA} = \frac{\text{Sum (Course CHrs X GP)}}{\text{RCHrs}}$$

b. The CGPA

Sum of Course Credit Hours multiply by Grade Point divided by Cumulative Registered Hours in all semesters. Calculation for the CGPA is as follows:

$$\text{CGPA} = \frac{\text{Sum (Course CHrs X GP)}}{\text{CRCHrs}}$$

CHrs = Credit Hours assigned for the particular course

Grade Point = the point which is assigned to the grade the student has achieved (as allocated in the grade scheme)

RCHrs = Registered Credit Hours in the semester

CCHrs = Cumulative Credit Hours in all semesters (fail credit hours excluded)

CRCHrs = Cumulative Registered Credit Hours in all semesters (fail hours included)

17.5 Academic achievement level and terms to resume study

17.5.1 A student's achievement level will be determined according to CGPA of each semester as follows:

CGPA	Achievement Level	Qualification to Resume Study	Qualification for Award of Degree
> 3	Pass	Qualified	Qualified
2 < 3	Conditional	Pass on Trial	Unqualified
< 2	Failed and Dismissed	Unqualified	Unqualified

17.5.2 A student must achieve at least CGPA 3.00 for each semester. A candidate who obtains a CGPA less than 3.00 in a semester will be given trial status in the following semester to improve his/her performance to at least CGPA 3.00 at the end of that semester. A candidate who is unable to improve his/her performance to at least CGPA 3.00 at the end of that following semester will be dismissed from the programme.

17.5.3 A student who has registered for a course but is barred or absent from final examination without approval and did not apply to drop the course will be considered as having failed and shall be given an F Grade.

17.5.4 A student shall repeat any course(s) that he has failed when they are next offered. A Course given C grade and below is still counted in determining GPA and CGPA until the student repeats and passes the course(s). The student shall be considered as having completed the programme after having passed all the courses and the dissertation.

For a repeated course, the grade obtained shall not be counted for the grade calculation. The repeated course will only be graded as a P or F.

17.5.5 The examination result of a student who has attended lectures and taken the examination for a particular unregistered course will not be taken into account.

18. OWNERSHIP OF INTELLECTUAL PROPERTY OF DISSERTATION OR THESIS

18.1 The University acknowledges the students' ownership of copyright to the dissertation or thesis being submitted. However, whenever the student submits the dissertation or thesis to fulfil the programme and graduation requirements, he/she shall be subject to the followings:

- a. If the dissertation or thesis contains intellectual property domains such as patent or trademark or copyright to the materials, ideas or others, that the University deems beneficial, then the University shall have the right on the ownership of the dissertation or thesis.
- b. If the dissertation or thesis contains data, models or tangible or intangible output, then the student's copyright will only extend to the form of expression of the data, models or output in the document. Ownership of the research data, the data base, models or output shall remain the property of the University.

18.2 The physical document and/or device on which the students' authored work was recorded or stored or printed and submitted to the University such as the dissertation or thesis document, the examination scripts, term papers, project works, models, drawings, case studies, CDs, DVDs, tapes, etc., will become the

property of the University unless returned to the student by the University and the University owns the right to utilise them as it deems fit and proper.

- 18.3 The ownership of the intellectual property also extends to the policy document on intellectual property officially approved by the University.

19. RESEARCH MISCONDUCT

- 19.1 Research misconduct is an act against research ethics such as plagiarism, fabrication or falsification in producing and writing dissertation or thesis, project report, paper work and research findings in part or in full as follows:

19.1.1 Plagiarism means the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another, including of other students. Plagiarism (without adequate acknowledgement of others' ideas) shall be considered as academically fraudulent and offensive act.

19.1.2 Fabrication is an act of creating data, recording or reporting data / results which do not exist.

19.1.3 Falsification is an act of manipulating the research findings or process or altering or removing the data results in order that the research findings do not reflect the actual results.

- 19.2 If a student has been found to have committed any research misconduct, the matter shall be reported to the Rector who shall set up an Ad-Hoc Committee to enquire into and investigate the matter. The Ad-Hoc Committee shall comprise of:

- a. Assistant Rector as the Chairman;

- b. Director of CPS;
- c. Dean of respective Faculty;
- d. Dean of Students' Affairs; and
- e. Registrar or his/her representative as Secretary.

19.3 The Ad-Hoc Committee shall allow the student to be heard and for him/her to put forward his/her explanation in writing. On completion of the inquiry, the Committee shall submit its report to BoE.

19.4 Any student found guilty of research misconduct will be subjected to dismissal or in the case of graduates the degree conferred shall be revoked.

20. EXAMINATION MISCONDUCT

20.1 A student is suspected of misconduct during examination if he/she is:

- a. Giving, receiving or possessing any information in electronic, printed or any other form relevant to the course during the examination inside and outside the examination hall; or
- b. Using the information stated above for the purpose of answering examination questions; or
- c. Cheating or attempting to cheat or behaving in a way deemed as cheating during examination; or
- d. Other misconduct set by the University.

20.2 If a student has found to have been committed any examination misconduct, the matter shall be reported to the Rector who shall

set up an Ad-Hoc Committee to enquire into and investigate the matter. The Ad-Hoc Committee shall consist of:

- a. Assistant Rector as the Chairman;
- b. Director of CPS;
- c. Dean of respective Faculty;
- d. Dean of Students' Affairs;
- e. The Chief Invigilator of the examination concerned;
and
- f. Registrar or his/her representative as Secretary.

20.3 The University may invoke one or a combination of the following actions against the student who has been found guilty of examination misconduct:

- a. The student shall be given a warning in writing; or
- b. Failure in the course; and / or
- c. Failure in the Semester and be required to repeat all the courses for that semester provided that this does not go beyond the maximum period of candidature permitted for his/her programme; and / or
- d. Failure in the Academic Year; and / or
- e. Termination from the University.

21. AWARD OF DEGREE

A Master or PhD or other Doctorate Degree Programmes will be awarded to a student who:

- 21.1 Has fulfilled all requirements of the Postgraduate Studies Rules and Regulations;
 - 21.1.1 Passed all the required courses specified by the Faculty that may include prerequisite courses;
 - 21.1.2 Attained minimum CGPA of 3.00 for all the courses stipulated by the faculty;
 - 21.1.3 Published, or obtained an acceptance letter for publication, at least one (1) paper for Master Programmes and at least two (2) papers for PhD Programmes in a refereed journal;
 - 21.1.4 Presented at least one (1) paper for Master Programmes and at least two (2) papers for PhD Programmes in a recognized conference or seminar;
- 21.2 Has been recommended to be awarded the degree by the BoE and approved by the Senate; and
- 21.3 Has paid up all prescribed fees.
- 21.4 A Master student who has failed to fulfil all the requirements for the award of the degree may be awarded a Postgraduate Diploma in the discipline concerned if he/she has passed all the coursework components, in the case of study by Coursework and Dissertation.

22. DEFERMENT OF EXAMINATION

- 22.1 A student who is ill or is inconvenienced in any way on acceptable compassionate grounds during examination is allowed to apply to the Registrar for deferment of the examination. The application must be made within two (2) working days after the examination is held.

- 22.2 An application to defer taking the semester examination on medical reasons must be enclosed with a certification by a registered medical practitioner.
- 22.3 An application on compassionate grounds may be considered by the Registrar.
- 22.4 A special examination will be arranged accordingly.

23. APPEALS AGAINST EXAMINATION RESULTS

23.1 Appeal to review examination results

- 23.1.1 A student may appeal in writing to the Registrar to have the examination scripts of one (1) or more courses reviewed provided that the appeal reaches the Registrar within seven (7) working days from the date of release of the official results by the University Examinations Board. The appeal shall state clearly the script(s) for which a review is sought and the reason(s) for the appeal. The result of such appeals shall be reported immediately to the University Examinations Board whose decision shall be final.
- 23.1.2 A non-refundable fee of B\$20.00 per course shall be charged for the appeal for mere recalculating the marks, and a non-refundable fee of B\$50.00 per course shall be charged for the appeal for remarking a script. The fee shall be payable in advance and shall be paid up on the submission of the appeal.
- 23.1.3 After an appeal is received, the Registrar will refer the matter to the respective Dean of Faculty and make a copy to the Director of CPS. The Dean will appoint another examiner(s) to re-examine and re-mark the course examination script(s).

23.1.4 The recommendation by examiner(s) must be forwarded to the respective Faculty for consideration not later than four (4) working days. The Faculty decision regarding re-examination of the course(s) must be forwarded to the Director of CPS to be discussed at UEB (Postgraduate Studies) for final decision before it is released to the student concerned, should there be any changes.

23.1.5 The decision of UEB (Postgraduate Studies) in respect of any appeal is final. No appeal shall be allowed.

23.2 Appeals to resume the study

23.2.1 A student who failed and is dismissed from his programme due to failure to fulfil the requirements of the programme may appeal to resume his/her study.

23.2.2 Each appeal must be made to the Registrar within two (2) weeks from the date stated in the dismissal letter. Any appeal received after the stipulated period will not be entertained.

23.2.3 When receiving an appeal, the Registrar shall forward the matter to the Director of CPS who will refer it to the respective Dean of Faculty. The Dean shall instruct the Faculty Postgraduate Committee to consider the matter.

23.2.4 The Faculty Postgraduate Committee has the authority to:

- a. Make decision regarding all appeals under consideration;
- b. Allow or reject an appeal; and
- c. Submit its decision to the Faculty Board for endorsement.

23.2.5 Endorsement made by the Faculty Board shall be submitted to the PSC for approval through the Director of CPS.

23.2.6 The decision of the Senate in respect of any appeal is final.
No appeal shall be allowed.

24. TERMINATION OF CANDIDATURE

24.1 The Senate has the right to approve the termination of the candidature of a student where he/she is found to have committed any of the following acts:

- a. Violation of the Constitution, Order, Statutes, and Rules and Regulations of the University;
- b. Found guilty based on the laws of this country;
- c. The student's performance is found to be unsatisfactory;
- d. Getting in contact with the Internal and External Examiners to solicit the result of his/her dissertation or thesis examination;
- e. Failure to register in two (2) consecutive semesters;
- f. Failed to submit progress report in two (2) consecutive semesters;
- g. Unable to complete study within the specified period;
- h. Failing in the academic status stipulated in this Regulations;
- i. Obtaining two (2) consecutive conditional pass;
- j. Found guilty of disciplinary causes and resulted in dismissal from this University;

- k. Provided false or misguided information in the credentials during application for admission; and
 - l. Any other reasons deemed as appropriate by the Senate.
- 24.2 International students who have been dismissed or terminated shall be referred to the Immigration Department for termination of student visa.

25. MISCELLANEOUS

- 25.1 The Senate may allow any exceptions deemed appropriate to the requirements of these Rules and Regulations.
- 25.2 The Senate reserves the right to amend the Rules and Regulations as and when necessary.
- 25.3 The Senate may exempt the enforcement of any part of these Regulations as it deems fit, proper and just.
- 25.4 These Regulations supersede the Regulations for Postgraduate Studies of 2011.
- 25.5 If there is any need to interpret these Regulations, it shall be submitted to the CPS.
- 25.6 The period in which candidature of a student is terminated shall not be considered as a suspension or deferment of the study duration.
- 25.7 Any student who has failed and his/her candidature has been terminated from any other university may only be allowed to register for admission to UNISSA after three (3) years after such failure or termination.

Regulations for The Postgraduate Studies
Universiti Islam Sultan Sharif Ali

Approved Senate 2/2016 dated 24th February 2016