



UCSI[®]
University

Handbook
for
Postgraduate Candidates

2016

UCSI UNIVERSITY'S VISION AND MISSION

Vision

To be an intellectually resilient praxis university renowned for its leadership in academic pursuits and engagement with the industry and community

Mission

- To promote transformative education that empowers students from all walks of life to be successful individuals with integrity, professionalism and a desire to contribute to society
- To optimise relationships between industry and academia through the provision of quality education and unparalleled workplace exposure via Praxis Centres
- To spearhead innovation in teaching and learning excellence through unique delivery systems
- To foster a sustainable culture of research, value innovation and practice, in partnership with industries and society
- To operate ethically at the highest standards of efficiency, while instilling values of inclusiveness, to sustain the vision for future generations

PREFACE

The Handbook for Postgraduate Candidates is designed to assist postgraduate candidates at the University to be familiar with its practices on matters relating to academic and general administration. Postgraduate candidates are advised to refer to the online version for the latest and updated Handbook. It is the candidates' responsibility to adhere to the rules and regulations stated in the Handbook.

The University is responsible to:

- serve and provide its postgraduate candidates with a well rounded education;
- safeguard and protect all private information, documents and other personal details of postgraduate candidates and that of their parents/guardians (where applicable) within the University. Confidentiality of such information should be maintained at all times. However, the University reserves the right to reveal the details of any part of them to approved government authorities upon their request and in compliance with the law;
- seek continuous improvement and to set highly attainable standards of education and services; and
- take prompt action to deal with any complaints.

A postgraduate candidate is expected to demonstrate the following obligations and undertakings:

- to understand and comply with all its rules, regulations¹, procedures and guidelines as stated in the Handbook for Postgraduate Candidates;
- to behave and act in a responsible and orderly manner at all times and avoid engagement in actions which will disrupt the academic environment;
- to use the facilities provided responsibly and not cause damage to the University's properties;
- to attend all classes punctually and complete all assignments, class work and laboratory work as required;
- to maintain regular contact with the respective Faculty / School, and duly notify them of any difficulties encountered and also to obtain the necessary advice;
- to adhere to all deadlines set by the University and / or by lecturers;
- to respond to reasonable requests from staff without any undue delay; and
- to make full use of resources and support services provided.

¹ Where latest government regulations and / or changes are enforced, the University is compelled to adhere to and execute such latest intervening rules without prior notice.

CONTENTS

ADMISSION AND REGISTRATION.....	7
1 Introduction to the Office of Postgraduate Studies	7
2.1 Master’s and Doctoral Programmes.....	8
2.2 Entry Requirements	8
2.3 Letter of Acceptance	9
2.4 Conditional Letter of Acceptance	9
2.5 Letter of Offer	9
2.6 Validity of Offer	9
2.7 Deferment of Admission.....	9
2.8 English Language Requirements	10
2.9 Bridging Courses	10
3 Administrative Requirements	10
4 Orientation	10
5 Commencement of Classes	11
6 Travelling during Semester and Examination.....	11
7 Deferment of Studies	11
7.1 Procedure for Deferment.....	11
7.2 Fees in Deferment Cases.....	12
8 Transfer of Programme	12
8.1 Eligibility and Procedure	12
8.2 Procedure for Transfer	12
8.3 Subjects Completed Previously	12
9 Selection of Courses.....	13
9.1 New and Existing Postgraduate Candidates.....	13
9.2 Procedure	13
9.3 Checking for Approval	13
9.4 Changing the Courses Selected.....	13
9.5 Penalty for Late Course Selection.....	14
9.6 Attendance List	14
9.7 Adding and Dropping of Subjects.....	14
9.8 Withdrawal from Courses	14
9.9 Duration of Study.....	14
10 Assessment Components.....	15

10.1 Cumulative Marks.....	15
10.2 Attendance and Absenteeism.....	15
11 Marks and Grade Point Averages (GPA).....	16
12 Transcripts and Examination Results.....	16
EXAMINATIONS.....	16
13 Final Examination Component.....	16
13.1 Examination Timetable.....	16
13.2 Eligibility, Barring and Un-Barring.....	17
13.3 External Examiners.....	17
14 Examination Regulations.....	18
14.1 Examination Token.....	18
14.2 Prohibited Items in the Examination Hall.....	18
14.3 Mobile Phone in the Examination Hall.....	19
14.4 Washroom Procedures.....	19
14.5 Seating Arrangements.....	19
14.6 Attendance Slips and Waiting Period.....	19
14.7 Examination Materials.....	20
14.8 Time Keeping.....	20
15 Absenteeism from Final Examination.....	20
16 Treatment of Marks and 40% Rule.....	21
17 Cheating and Misconduct.....	22
17.1 Consecutive Cheating.....	22
17.2 Misconduct during the Final Examination.....	23
18 Results.....	23
18.1 Release and Publication.....	23
18.2 Withholding of Results.....	23
19 Appeals and Review of Examination Scripts.....	24
19.1 Review Procedure.....	24
19.2 Outcomes of Appeals and Review.....	24
20 Examination for the Research Component of Structures A and B.....	24
CESSATION OF PROGRAMMES.....	24
21 Policies Governing Discontinuation of Studies.....	24
21.1 Withdrawal.....	24
21.2 Termination of Studies.....	25

21.3 Cessation of Academic and Administrative Services	25
21.4 Deportation of International Students	25
PROGRESSION AND AWARD.....	25
22.1 Research Based	25
22.2 Coursework Based	25
LIST OF OTHER RELEVANT REFERENCES, POLICIES, RULES AND REGULATIONS	27
APPENDIX A	28

ADMISSION AND REGISTRATION

1 Introduction to the Office of Postgraduate Studies

UCSI University takes pride in its establishment as one of the premier private institutions of higher education in Malaysia. The genesis and growth of postgraduate programmes supporting the needs of the postgraduate community can be traced back to the year 2005. The quest to provide quality postgraduate education of international standards was the impetus for the establishment of the Office of Postgraduate Studies to enhance the efficiency and effectiveness of the management of postgraduate studies at UCSI University.

In the spirit of supportive fraternity, the Office provides the following support for the postgraduate learning community:

- one-stop office providing centralised administrative support to facilitate and coordinate administration matters related to postgraduate candidate admission, registration, progress monitoring, examination and completion of degree;
- to coordinate the implementation of standard policies and guidelines, ensuring the quality of postgraduate programmes among faculties;
- to promote best practices pertaining to the teaching and learning of postgraduate education among faculties; and
- to coordinate activities for the welfare of postgraduate candidates specifically in the area related to their postgraduate studies.

The Office of Postgraduate Studies continuously strives to create an integrated learning environment, premised on a global outlook and integration of knowledge with learning technologies which stimulate and encourage both intellectual and social exchange among postgraduate candidates and faculty members.

2 Admission

All applicants are required to submit a duly completed copy of the Postgraduate Programme Application Form together with the relevant documents required. Admission to any programme offered by UCSI University is subject to the meeting of the academic entry requirements and full submission of certified true copies of previous academic achievements, certificates and transcripts, including three copies (for Malaysian candidates) and eight copies (for international candidates) of the candidate's photograph (passport size).

Malaysian candidates are required to submit a certified true copy of their identity card, while international candidates are required to submit two sets of their passport photocopied in colour for visa application. All pages of the passport must be photocopied, including the front and back covers, on A4-sized paper. Passports must be valid for more than 12 months at the time of application. Any other case would be subject to the requirements applicable at the point of application.

A successful applicant will be issued a Letter of Acceptance and a set of acknowledgement forms, on which the applicant would need to endorse his signature. These will then need to be submitted to the University together with the prescribed application fee. With this, the process of application is completed and the applicant will be informed of the orientation dates as stated in the Letter of Acceptance.

2.1 Master's and Doctoral Programmes

UCSI University offers three categories of postgraduate programmes either on a full-time or part-time basis:

(i) Master's and Doctoral Programmes by Research (Structure A)

A candidate must conduct research under the supervision of the academic staff and submit a thesis for the fulfillment of the graduation requirements. In addition, he must register for and pass subject(s) as required by the respective Faculty / School.

(ii) Master's and Doctoral Programmes by Coursework and Dissertation (Structure B)

A candidate must register and pass a prescribed number of taught subjects. In addition, he must conduct research under the supervision of the academic staff and submit a dissertation for the fulfillment of the graduation requirements. The contribution of the coursework component towards the course grade shall be in the range of 40% to 70%.

(iii) Master's Programme by Coursework (Structure C)

A candidate must register and pass a prescribed number of taught subjects. In addition, he must complete a project under the supervision of academic staff and submit a project paper for the fulfillment of the graduation requirements. The contribution of the coursework component towards the course grade shall be in the range of 70% to 100%.

2.2 Entry Requirements

Academic Qualification for Master's Degree Programme

- i) An applicant with Bachelor's degree with honours (2nd Lower and above, or its equivalent) that is recognised by the University Senate may apply for admission into a Master's degree programme subject to specific programme requirements.
- ii) An applicant without sufficient academic qualification but possessing evidence of adequate related research or work experience may also be eligible for admission into a Master's degree programme subject to specific programme requirements. This consideration is given on a case by case basis.
- iii) An applicant in the final semester of undergraduate study may apply for a provisional admission into a Master's degree programme provided his current CGPA qualifies him for the award of a 2nd Lower Class honours degree or higher.

Academic Qualification for Doctoral Degree Programme or PhD

- i) An applicant for a Doctoral or PhD degree programme must possess a Master's degree that is recognised by the University Senate or its equivalent.
- ii) An applicant with an outstanding Bachelor's degree with an excellent grade (1st Class Honours) that is recognised by the University Senate may also be eligible for admission into a Doctoral degree programme.

- iii) An applicant who has submitted his Master's thesis for examination may apply for a provisional admission to a Doctoral degree programme.

Certain programmes may require applicants to have some working experience. Please refer to the specific programme's entry requirements for more details.

2.3 Letter of Acceptance

Applicants who have satisfactorily met the academic entry requirements and, where applicable, passed the required interviews will be issued a Letter of Acceptance. Such successful applicants are granted full acceptance without conditions.

2.4 Conditional Letter of Acceptance

A Conditional Letter of Acceptance may be issued to an applicant whose academic results or other documents for application are not certified true copies yet at the point of application. Such documents must be certified by authorised and approved authorities.

2.5 Letter of Offer

A Letter of Offer is issued to an international candidate intending to transfer from another Malaysian higher educational institution within the country. In this case, the transferring candidate would have already met UCSI University's academic entry requirements and would have duly submitted all documents, but pending a Release Letter from the former institution.

The issuance of a Letter of Offer serves to notify the latter that an offer has been made to the candidate and the releasing institution should be at ease to issue the Release Letter. Upon receiving the Release Letter, UCSI University will then, where appropriate, issue a Letter of Acceptance.

2.6 Validity of Offer

Letters of Acceptance and Offer (with or without conditions) are valid only for a period of **two semesters or eight months from the commencement intake, whichever is shorter**. Applicants who have not accepted the offer within the stated timeframe will have their successful offer withdrawn and registration / application fees forfeited. When the period of offer has lapsed, the applicant is required to re-apply taking into account of any new requirements or fees applicable at the point of application.

2.7 Deferment of Admission

- i) A candidate may apply in writing to the Dean to defer his admission. Where an application for a deferment of admission is approved, the candidate will be notified of the new date for his admission.
- ii) A candidate is not allowed to defer admission for more than two semesters.
- iii) Should a candidate fail to apply for a deferment of admission within the stipulated time, the offer of admission is automatically withdrawn.

2.8 English Language Requirements

As is the medium of instruction for all postgraduate programmes at UCSI University is the English Language, applicants must meet one of the following requirements to gain admission:

- TOEFL: a minimum score of 550 (written), 213 (computer-based), or 80 (Internet-based)
- IELTS: a minimum score of Band 6.0
- GCE 1119 English / O-Levels English: a minimum score of B3
- MUET: a minimum score of Band 5

Applicants with Bachelor's degrees that used the English Language as a medium of instruction are exempted from the above requirements but may be required to attend an interview or sit for a written test before they are accepted for admission.

Candidates who do not meet any of the above requirements will be required to take an English Proficiency Course at the University to attain the required language proficiency.

2.9 Bridging Courses

Candidates who are accepted into their specific postgraduate programmes should have achieved a general level of knowledge of the area. Hence, they should be able to cope successfully with the content of the programme. However, the candidate might be lacking of knowledge in a specific area which might put them at a considerable disadvantage. Bridging courses are necessary for candidates who have not achieved the recommended level of assumed knowledge in the specific point towards the postgraduate degree and are essential to ensure that the candidates will be able to complete the postgraduate programmes successfully. Requirement for the bridging courses will be specific to the individual and also the specific programmes that the candidate enrolls into.

3 Administrative Requirements

Applicants are advised to complete the Postgraduate Programme Application Form in detail (hardcopy or online). They must ensure the clarity and accuracy of their names, latest correspondence address, and latest contact numbers. An applicant's name must be filled in as it appears in the national registration identity card (for Malaysians), or the passport (for international candidates) to prevent any issues concerning immigration authorities.

Upon admission into the programme, it is the candidate's responsibility to inform the University of his latest correspondence address and contact numbers so that the information is updated accordingly. This is important for communication of important announcements / letters.

4 Orientation

All new candidates are required to attend an Orientation to familiarise with the university's environment, the Faculties / Schools, the premises, academic and administrative systems, understand the rules and regulations and other essential procedures prior to the commencement of their academic classes. The Orientation serves to create awareness and provide guidelines on the various procedures and services available to candidates. It is also an opportunity to exchange information and develop new friendships before the start of a hectic semester.

5 Commencement of Classes

Candidates (new and existing) are required to attend the very first classes upon the opening of the semester to avoid missing important information that may affect the lessons for the whole semester. The timetable is usually placed at the following areas:

- physical notice boards of the respective Faculties / Schools (hardcopy);
- e-timetable online

Candidates are requested to view, check and be guided by the Academic Calendar available on UCSI University's website.

6 Travelling during Semester and Examination

Candidates are advised to avoid travelling that will affect their attendance of classes or examinations unless there are extenuating circumstances that warrant the travelling. Such circumstances may include work commitments, a death in the family, severe illness of a family member, or war-related reasons, all of which may allow the candidate to apply for a deferment. In such instances, the burden of proof lies with the candidate. Other reasons may be considered on a case-by-case basis.

In cases of international candidates whose circumstances do not warrant travelling, or when satisfactory evidence of extenuating circumstances cannot be produced, requests for travel documents and letters from the Registrar's Office will usually not be entertained.

7 Deferment of Studies

Deferment of studies may be defined as the delay or postponement of studies requested by a candidate. The reasons for deferment of studies must be valid and acceptable before approval can be given. This is especially applicable to international candidates who are residing in Malaysia on student visas. The application for deferment must be accompanied by a show of the purchased air ticket by the candidate to leave the country for the specific period of deferment.

The usual deferment allowed at any one time of request is one semester. Subsequent requests for deferment are unlikely to be approved but may be considered on a case-by-case basis. After the approved deferment period, absence for two semesters or eight months (whichever is longer) without notification to the University will result in automatic termination of studies. Candidates in such situations will need to re-apply as new students should they choose to pursue the postgraduate degree at the University.

7.1 Procedure for Deferment

The request for deferment must be accompanied by a duly completed Deferment Form together with supporting documents. Deferment due to travelling must be supported by travelling documents, e.g., air ticket, visa, etc. The form should be submitted to the relevant Department / Faculty / School for approval by authorised signatories prior to final submission to the Registrar's Office.

The request for deferment should be made and finalised prior to the semester in which the candidate wishes to defer so that the candidate would not need to do course selection for the deferred semester.

7.2 Fees in Deferment Cases

Approved deferment in the next semester would usually exempt the candidate from incurring tuition fees since there is no attendance of classes. However, if the application for deferment is submitted for a semester in which the candidate is currently registered, complications may arise in the computation of fees because the candidate may have already attended some classes. The fees will be ascertained by the Group Finance Office in such instances.

8 Transfer of Programme

A transfer of programme is defined as a switch from an existing programme of study to a new programme, effective in the next new semester.

8.1 Eligibility and Procedure

To initiate a transfer of programme, the said candidate must possess one of the following:

- meet the entry requirements of the intended programme;
- obtained approval to transfer from the Dean of the Faculty responsible for the intended programme;
- obtained approval to transfer from the Dean of the Faculty responsible for the registered programme; and
- made the payment of the prescribed Programme Transfer Fee of *RM150/-.

* The University reserves the right to change the amount from time to time without prior notice.

In exceptional cases, approval from the Registrar's Office may be required to complete the transfer.

8.2 Procedure for Transfer

The Programme Transfer Form needs to be completed and submitted after approving signatures have been obtained by the candidate from the respective authorities as listed above. In any case, the transfer cannot take effect immediately unless the transfer was promptly completed at the end of the semester, after the final examination. Sponsored candidates (especially by governments) may need to obtain further approval from their sponsors according to additional regulations not stated in this Handbook.

8.3 Subjects Completed Previously

Candidates should be mindful that some of the subjects successfully completed in the existing / former programme may not be transferable or may not be accepted by the new programme.

Where applicable, certain subjects completed in the former programme may be accepted by the Faculty / School responsible for the new programme, and be considered for exemption(s).

9 Selection of Courses

Candidates registered at UCSI University are required to select the courses (also referred to as subjects interchangeably hereafter) of their choice and / or according to the advice given by their respective authorities at the Faculty.

The subjects chosen are indicative of the classes that the candidates would like to undertake in the following semester. The process allows candidates to progress accordingly in their programmes until completion while allowing them to plan their classes in order to avoid clashes of classes.

9.1 New and Existing Postgraduate Candidates

New candidates will be guided through this course selection process during the Orientation and thereafter, they are expected to be adept at the procedure. Existing candidates are likewise expected to be adept as well as aware of the period of course selection. The course selection period is indicated in the yearly Academic Calendar according to the semesters and each period lasts for a week (five working days). The period of course selection is usually carried out throughout the 12th week of the semester, although variations could occur.

9.2 Procedure

All candidates are required to do the course selection online. As the selection of courses is done through online mode, candidates are not required to be physically present at the campus. The process can be done as long as the candidates have access to the internet.

Thus, delays in completing the course selection process are unacceptable unless there are extenuating circumstances.

9.3 Checking for Approval

Once the course selection has been completed, candidates are reminded to check the status regularly via online as the courses selected may not always be approved. A candidate's course selection may be rejected on the grounds of incompleteness of pre-requisites, too few courses undertaken or too many courses undertaken, course is not required, course is at different level, or any other reason(s) as advised by the relevant authorities at the Faculty / School.

Candidates are strongly advised not to assume automatic approvals. Rejection of courses should be addressed immediately and preferably in a face-to-face consultation with the relevant authorities at the Faculty / School.

9.4 Changing the Courses Selected

Candidates may opt to change the courses selected earlier if they wish to do so. The changes may be made only if the course selection has not been approved yet. If and when the course selection has been approved, the changes (please refer to Section 9.7) can only be made in the early weeks of a new semester. Candidates are advised to refer to the deadlines for Add and Drop period stipulated in the Academic Calendar.

To make the changes before approval, candidates may perform the online course selection again.

9.5 Penalty for Late Course Selection

A fine of RM100/- will be imposed on candidates who have not done their course selection within the stipulated time frame. Further delays in doing the course selection may subject the candidate to an additional fine of RM100/- for each subject selected.

9.6 Attendance List

Once the course selection has been approved, the candidate's name will appear in the attendance list in the following semester. Attendance will be taken in each class. This list will facilitate the monitoring of a candidate's attendance. If the candidate's name is not listed, he is required to report the matter to the Registrar's Office immediately.

9.7 Adding and Dropping of Subjects

Candidates who wish to change the subjects selected may do so within a certain period, usually during the first two weeks of the new semester. The exact deadline to do so is available on the Academic Calendar. Similar to late course selection, after the stipulated deadline, a penalty of RM100/- will be imposed on each subject dropped or added. In addition, dropping a subject past the stipulated deadline will result in the consumption of the subject's tuition fee.

Candidates are not encouraged to add subjects beyond the deadline as the first assignment or test for some courses may have already been launched.

9.8 Withdrawal from Courses

Withdrawal from courses / subjects is not encouraged. However, a candidate may choose to withdraw from the course / subject at any point during the semester as long as the application for withdrawal is submitted by the deadline stipulated in the Academic Calendar.

The withdrawal will disqualify the candidate from sitting for the final examination. However, the subject will still appear in the candidate's records with a "WD" remark, indicating that the candidate had withdrawn from that subject.

The withdrawal will need the approval of the relevant authorities at the respective Faculties / Schools, together with a remittance of RM100/- processing fee. The tuition fee paid for the course is not refundable.

9.9 Duration of Study

The generally accepted minimum and maximum duration of study are shown in Table 1.0 below. The maximum allowable duration of study varies for each programme. Please refer to the respective Faculty for more details.

Table 1.0: Minimum and Maximum Duration of Study

Programme	Minimum (years)	Maximum (years)
Doctoral	2	7
Master's	1	4

10 Assessment Components

A course may have several components in which candidates are required to undertake and complete in order to accumulate marks to form a total mark towards the end of the semester. Assessment components are spread over the entire semester to assess and evaluate the candidate's learning outcome at different points of time.

The common assessment components are as follows, although not all assessment components will be applicable to all subjects:

- Assignments
- Tests
- Quizzes
- Projects
- Laboratory work
- Presentations
- Theses / Dissertations
- Final examination

Postgraduate programmes under **Structure A** emphasise on research (thesis and publications) as the major requirement to attain the degree. Research work is graded as Satisfactory (S) or Unsatisfactory (U) and the candidate has to obtain a "Satisfactory" grade for each semester in order for them to continue their candidature until the submission of their thesis. Candidates are encouraged to present their research work in seminars / conferences, or to publish their research findings in journals.

10.1 Cumulative Marks

Marks will be awarded for all continuous assessment components throughout the semester. These marks will be added to the mark obtained in the final examination to provide an overall result.

10.2 Attendance and Absenteeism

Candidates are required to meet an 80% attendance requirement for each subject undertaken.

Candidates who are unable to meet the 80% attendance will be issued a warning letter and will be disqualified from sitting for the final examination. An attendance report will be submitted approximately between Weeks 10 and 12 in a normal semester (between Weeks 5 and 6 in a short semester), leaving sufficient time for candidates to improve upon their attendance in the remaining weeks of the semester before the examination tokens are officially issued. (Please refer to Section 14.1 on Examination Token).

Absenteeism may be excusable if proven on medical grounds and the relevant documents are presented to the lecturer, or with a submission of a letter explaining the extenuating circumstance.

Candidates who arrive late will be admitted to the class at the sole discretion of the lecturer. If admitted, the onus is on the candidate to ensure that attendance is taken.

11 Marks and Grade Point Averages (GPA)

Marks and Grade Point Averages (GPA) apply to all postgraduate programmes under Structures B and C, which offer subjects gradable with marks. Dissertations or research projects for programmes under Structure A (research based) should only be graded as Satisfactory (S) or Unsatisfactory (U).

Table 2.0: Grade Legend and GPA

UCSI University's Grade Legend			Grade Point Average (GPA)
A+	High Distinction	85 and above	4.00
A	Distinction	75 – 84	3.75
B+	High Credit	65 – 74	3.50
B	Credit	60 – 64	3.00
C+	Low Credit	55 – 59	2.50
C	Pass	50 – 54	2.00
F	Fail	0 – 49	0.00

12 Transcripts and Examination Results

The semester's examination results will be made available to candidates online. The document posted will only reveal the academic performance of the candidate in that immediate past semester.

A transcript is a document that indicates the cumulative academic performance of the candidate during his studies at UCSI University in whichever programme he is enrolled. The transcript is usually requested by candidates at the end of the programme (i.e. candidates have already completed the programme). To request for a transcript, candidates are required to approach the Registrar's Office to complete a form, three (3) working days before the desired receipt of the transcripts.

The first transcript issued by UCSI University is complimentary but the subsequent transcripts will be charged a nominal fee of RM10/- per transcript.

EXAMINATIONS

13 Final Examination Component

Candidates will have to sit for a final examination towards the end of each semester, if the course requires it.

The duration of the final examination may vary between 1.5 hours and (normally) 3 hours, depending on the requirement of the respective subject / programme. The venue of the final examination is usually at the Examination Hall but could be located elsewhere depending on the capacity and the logistics of the entire examination.

13.1 Examination Timetable

The examination timetable is electronically computed and will rarely result in clashes of papers. However, if there is a clash, the affected candidates are required to report the clash to the Registrar's Office immediately upon the publication of the first draft of the examination timetable. A second draft of the timetable will be published within a week. The final timetable will be published within a week from the second draft and thereafter, no amendments will be entertained.

Candidates are required to check the final examination timetable made available online. Incorrect information recorded by candidates will not be entertained and absenteeism on such grounds will lead to the re-taking of the said paper in the future semester.

13.2 Eligibility, Barring and Un-Barring

In order to meet the eligibility to sit for the final examination, candidates are required to meet the **80% attendance requirement** in the semester. If this requirement is not met, lecturers will submit a “Bar List” to the Registrar’s Office to prohibit the candidates from taking the examination and thus, disallowing the affected candidates from entering the Examination Hall.

The Bar List will be published approximately two (2) weeks before the final examination period. Candidates are encouraged to view the list urgently to check if they have been barred and if so, there is enough time for them to take remedial actions such as attending the remaining classes or discussing with the lecturers concerned. The lecturers will notify the Registrar’s Office again to “unbar” the candidates if they are satisfied with the candidates’ explanations and / or actions.

The other cause of ineligibility to sit for the Final Examination is unsettled tuition fees. The Group Finance Office will issue a list of such candidates to the Registrar’s Office. These candidates’ examination tokens will be forwarded to the Group Finance Office and withheld until the fees are settled in full. **Candidates who have not paid fees up to the last day of classes will not be eligible to sit for any papers missed in the Final Examination. Payment of fees during the examination period will NOT entitle the candidate to sit for any papers missed in the Final Examination. The late payment of fees would strictly result in the candidate being required to undertake all the subjects all over again in future semesters.**

Although candidates are required to settle their tuition fees before the semester commences, they nevertheless have the entire semester to settle their fees before the final examination. While a delay in fee payment may be tolerated on valid grounds, the onus is on the candidate to approach the Group Finance Office to discuss an alternative and acceptable arrangement for payment.

The Registrar’s Office will not entertain any verbal barring or unbarring of candidates without the receipt of relevant documents from the lecturers / Schools / Faculties / Group Finance Office.

13.3 External Examiners

In line with the mission to ensure quality standards, and with the general practice of all universities in Malaysia, UCSI University appoints highly qualified External Examiners to assess all academic programmes on a regular basis.

The roles of External Examiners include but are not restricted to the following:

- to review answer scripts of candidates and marking procedures of UCSI University;
- to provide specific comments on the strength and weakness of the questions set by lecturers and answers submitted by the candidates;
- to review the curriculum and syllabus of the programme of the Faculty / School concerned;
- to meet candidates at least in random to discuss their study progress at UCSI University;
- to meet staff formally and informally to exchange views regarding the modules or academic programmes in UCSI University;
- to attend meetings of the Board of Postgraduate Studies (BPgS) dealing with issues of

examinations, moderation of marks, candidate appeals and review of curriculum whenever appropriate;

- to submit a report in writing to the Vice-Chancellor of UCSI University on the relevant findings and recommendations; and
- to examine project reports, dissertations, and theses submitted by candidates.

14 Examination Regulations

14.1 Examination Token

As mentioned, every candidate is required to obtain an examination token approximately two to three weeks before the final examination. The token, together with the student identity tag, represents the combined “ticket” to enter the Examination Hall. Without either one, the candidate is required to approach the Registrar’s Office to obtain a temporary token and / or identification tag after making a penalty payment of RM5/-.

The examination token will outline all the subjects that the candidate is undertaking for the particular semester. Where the candidate has been barred from a final examination, a line will be drawn across the subject and the candidate is urged to act swiftly to unbar himself.

14.2 Prohibited Items in the Examination Hall

Certain items and materials are strictly prohibited from being brought into the Examination Hall. When candidates are caught with these items in the examination, they may be found guilty of cheating and may, on the advice of the Chief Proctor, be dismissed immediately.

This is notwithstanding the fact that the examination has already commenced, and whether the prohibited items brought in intentionally or otherwise. The onus to check that these prohibited items are not brought into the Examination Hall rests with the candidates. Such prohibited items include materials borrowed from someone else (e.g. friend, classmate, housemate, family member, and so forth). The onus to check whether such borrowed items bear prohibited writing, engraving, carvings, markings and so forth, rests on the candidate. Items that are allowed into the examination hall will be checked by proctors when suspicion arises. Examples of such items are outlined below:

Table 3.0: Prohibited Items in the Examination Hall

Prohibited Items	Items to be Checked	
<ul style="list-style-type: none"> • Papers of any size • Caps • Books or notes 	<ul style="list-style-type: none"> • Coats, jackets, pockets, pants • Calculators • Calculators covers (on the floor) • Pencil cases / boxes (on the floor) • Spectacles casings • Dictionaries (where allowed) 	<ul style="list-style-type: none"> • Rulers • Books (where allowed) • Examination tokens • Wallets and purses • Others
<ul style="list-style-type: none"> • Electronic devices (excluding mobile phones) • Bags of any kind 		

Prohibited items found in the Examination Hall will be confiscated and used as evidence in the Board of Postgraduate Studies meeting and may never be returned to the candidate, on certain circumstances. This regulation must be strictly adhered to and the onus to do so rests on each candidate. Candidates are advised to seek alternative avenues to safeguard their mobile phones and other valuable belongings, if they insist on bringing these items to the examination. Coin lockers located outside the Examination Hall

are provided but the University shall not be held responsible for the loss of any item within the premises if the candidate does not heed the advice of not bringing valuable items to the examination.

14.3 Mobile Phone in the Examination Hall

Mobile phones when brought into the Examination Hall must be switched off and placed on the floor under your chair, at all times, and cannot be removed during toilet breaks.

If the mobile phone is found in silent mode or rings during the examination, the mobile phone will be confiscated. A penalty of RM 50/- will be imposed to retrieve both the SIM card and the mobile phone. Notwithstanding whether there was any intention to cheat or otherwise, mobile phones found to be used in the Examination Hall will be confiscated and used as evidence of cheating for the Board of Postgraduate Studies meeting.

14.4 Washroom Procedures

As a security measurement, candidates are not allowed to go to the washroom immediately upon entering the Examination Hall within the first 30 minutes of the examination and during the last 15 minutes before the examination end. However, the Chief Proctor on duty is authorised to exercise his / her discretion to act accordingly on needs arising under special circumstances.

Candidates are advised to visit the washroom before any examination session. Where appropriate, candidates deemed may be subjected to a body search by proctors (of the same gender). When consent is given to exit the Examination Hall for the washroom, candidates are required to sign in and sign out on the washroom control booklet placed outside the washroom to indicate when and who had been to the washroom during a particular examination session.

14.5 Seating Arrangements

Each candidate has been assigned with a unique seat number for each examination session. The seating arrangements will be made available at the nearest notice boards to the Examination Hall 15 minutes before the commencement of each examination session. Candidates are advised to arrive at the Examination Hall early to check for their respective seat numbers.

The arrangement is fixed according to the attendance logistics and unauthorised movement is strictly prohibited, unless instructed or requested by the proctors.

14.6 Attendance Slips and Waiting Period

Candidates who enter the examination hall early have an advantage of completing the attendance slips and the details requested on the answer booklets and other documents before the examination commences. This allows candidates to have a full three-hour focus for a three-hour examination paper. The announcement to start the examination will be made only when the hall has been put in order and / or it has reached the scheduled time to commence the examination. Recorded warning messages will be played at each session and candidates are required to listen attentively and to abide by the instructions and examination regulations announced.

The attendance slip should be completed prior to attempting the questions. These slips will be collected at the end of the first 30 minutes for attendance affirmation purposes. As such, candidates are not allowed to leave the Examination Hall or for the washroom during the first 30 minutes of the commencement of the examination.

14.7 Examination Materials

All materials distributed to candidates at any examination session, used or unused, are to be returned to the proctors. Taking any given materials out of the Examination Hall is regarded as an offence and the candidate may be subject to penalty of some form deemed appropriate by the Board of Postgraduate Studies.

14.8 Time Keeping

As a reminder, candidates are encouraged to adhere to the following good practice:

- Arrive early to check the seat number;
- Remain seated until the examination starts;
- Remain in the Examination Hall without moving about within the first 30 minutes of the examination, leaving the hall or visiting the washroom; and
- Remain in the Examination Hall during the first and last 30 minutes of the examination session. Any movements including leaving the hall or for the washroom are not permitted.

Candidates arriving after the first 30 minutes will not be allowed into the Examination Hall, unless authorised by the Chief Proctor. The delay will be regarded as absenteeism, especially if there were candidates who have left the hall or have visited the washroom.

15 Absenteeism from Final Examination

UCSI University defines absenteeism as not being physically present in the Examination Hall during the stipulated date and time of the paper in question, under whatever reasons, conditions or circumstances.

Absenteeism in the final examination entails a serious consequence resulting in a “F” or “Failed” grade awarded. Misreading or misunderstanding the Final Examination timetable will not be accepted as a reason for failure to attend an examination.

Candidates who are unable to attend the Final Examination due to medical reasons are required to submit a medical certificate issued by a medical practitioner from a government hospital or private hospital or from UCSI University’s clinic. The medical certificate must be submitted to the Registrar’s Office within five (5) calendar days inclusive of the examination day, from the date of the scheduled examination session. Unless supported by medical practitioners from public hospitals verifying the nature and severity of the recurring illness in each examination period, in the case of a candidate who had submitted medical certificates for being absent in examination for three (3) consecutive semesters or more, the University reserves the right to reject future medical certificates and to disallow the candidate from attempting the supplementary examination.

Medical certificates will not be accepted if you are found to have fees owing to the University prior to and / or during the Final Examination period.

Medical certificates from private clinics and any time-off slips are not acceptable for reasons of absenteeism in the Final Examination.

Submission of forged and tampered medical certificates will be referred to the Disciplinary Board for further action. Depending on the degree of the severity of the act, the penalties imposed could be one or more of the following actions:

- Recorded warning letters;
- Awarding of an “F” or “Failed” grade;
- Suspension of a semester or more; and
- Termination of studies at UCSI University.

16 Treatment of Marks and 40% Rule

Continuous assessment marks obtained throughout the semester will be accumulated and taken into account when calculating the total marks after the Final Examination. These total marks will be moderated by the respective Faculty / School or a second examiner (where applicable) prior to submission to the University Examination Board for approval, Senate for endorsement and subsequent release of marks by the Registrar’s Office.

At UCSI University, there is further rule governing the accumulation of marks and that is the 40% ruling. The rule states that a candidate is required to obtain a minimum of 40% in the Final Examination paper before his / her component marks collected during the whole semester can be added together. If this condition is not met, then the candidate will only have his / her total mark shown (if below 40%) or reduced to 40% if his / her total mark exceeds 40%.

The following table illustrates several examples of the 40% rule:

**Table 4.0:
Examples of 40% Rule**

	Example 1		Example 2		Example 3	
	Full Mark	Marks Obtained	Full Mark	Marks Obtained	Full Mark	Marks Obtained
Continuous Assessment						
Assignment	20	20	5	5	20	3
Presentation	15	12	-	-	15	0
Project	-	-	5	4	-	-
Mid-term test	20	18	20	20	20	2
Quiz	-	-	10	9	-	-
Test	5	4	-	-	5	1
Final Examination	40	13	60	23	40	35
Total	100		100		100	41
Results	100	40	100	40	100	41

In Example 1, the candidate obtained 13 marks out of 40 marks for the Final Examination. Applying 40% ruling, i.e., 40% out of 40%, candidate should obtain a minimum of 16 / 40 marks for the Final Examination component. However, as the candidate only obtained 13 out of 40 thus, the total addition of all marks obtained is not permitted as the candidate is short of 3 marks in the Final Examination. Hence, instead of getting 67%, total marks awarded show 40%.

The same applies for Example 2, where the candidate obtained 23 out of 60 marks for the Final Examination. In order to add all the continuous assessment marks obtained, the candidate is required to obtain 40% out of his 60% for Final Examination, i.e., 24 / 60. However, the candidate is short of 1 mark to reach 24. Thus, total marks awarded will show 40% instead of 61%.

The first two cases highlight the importance of the Final Examination component. However, it is also important to gather sufficient marks in other continuous assessment components throughout the semester. Otherwise, even if the mark from the Final Examination is of sufficient value, the total addition will still indicate a failure – as illustrated in Example 3.

17 Cheating and Misconduct

UCSI University views cheating seriously and considers both intentional actions of cheating and failure to prevent unintentional actions of cheating as a grave offence.

UCSI University adopts a broad definition of cheating as any acts, intentional or otherwise, that would provide an opportunity to enhance the performance of the candidates in the examination, with the use or unused of, relevant or irrelevant tools, materials and / or actions.

Examples of such incidents are:

- copying, in part or whole, from an examination paper, mathematical analysis, formulae, research or creative project or equivalent sources that belong to another person;
- submission of a piece of academic work that has been purchased, borrowed, stolen or fabricated data;
- use of notes, sources, materials from items and / or electronic devices not authorised in the examination or by the examiner;
- collusion or making arrangement with another candidate to cheat, including employing a surrogate to sit for an examination or any form of academic assessment mode, in part or whole, or agreeing to be that surrogate aiding and abetting the dishonest act; and
- bringing any other unauthorised items into the Examination Hall, whether relevant or not, whether used or not, and irrespective of the ownership.

The penalties imposed on candidates who are caught cheating may vary between a recorded warning letter, a 'Failed' grade being awarded, suspension of a semester or more, or even termination of studies at UCSI University. The type of penalty depends on the degree of severity of the act.

17.1 Consecutive Cheating

Candidates with recurring / consecutive cheating offences will be suspended for one semester or more or even termination of studies at the University depending on the degree of severity of the cheating acts.

Consecutive cheating can be defined as follows:

- being caught cheating in separate papers within a particular examination period;
- being caught cheating in continuous assessment components (such as test, mid-term test, quiz, and other reported incidents) and again in another assessment component or the Final Examination; and
- being caught cheating in any form of continuous assessments in one semester and again a repeat of the incident in another semester.

Every incident of cheating is recorded and documented in the respective candidate's file and student database record.

International candidates who were suspended for their studies due to a cheating offence will have their student visas shortened or cancelled. As such, the affected candidates are required to return to their home country for the suspended semester(s). If the visas are extended over a considerably long period, then the international candidates may maintain their visas but it is mandatory that they show the original air ticket to the officials at the Registrar's Office. Upon return to Malaysia to resume their studies, such candidates are required to show the pages in their passports that verified their departure and arrival. UCSI University is duty bound to report to the Malaysian Immigration authorities of any candidates who failed to adhere to the above regulations.

Candidates (local or international) who are suspended will not be allowed to transfer programmes or to do their course selection. If eventually found out to have done so, the process will be reversed and / or stopped immediately.

17.2 Misconduct during the Final Examination

Misconduct may include the act of cheating or attempting to cheat but is taken to include a broader definition. Examples of actions that constitute misconduct include the following are not limited to:

- Incessant talking in the Examination Hall;
- General disobedience of examination instructions;
- Unruly and rowdy behaviour shown towards proctors / lecturers
- Inability in adhering to and aloofness towards examination procedures

All academic misconduct cases are presented to and considered by the Board of Postgraduate Studies. Where required, the candidates involved will be required to attend an interview for further clarification.

18 Results

18.1 Release and Publication

Results will usually be published on the first day of the commencement of a new semester. Candidates are advised to proactively check the Academic Calendar for the scheduled dates of release of examination results.

The results are published online to enable borderless access. Results enquiry via phone calls will not be entertained.

18.2 Withholding of Results

Results can be withheld for the following two reasons:

- On-going investigation in cheating / misconduct cases during the examination
- Issues concerning the settlement of tuition fee payment

19 Appeals and Review of Examination Scripts

Where and when candidates are confident of an arithmetic error in the marks computed by the examiner and / or have other valid reasons, appeals could be made for their examination scripts to be re-evaluated. However, appeals can only be made to review the final examination answer scripts. Anomalies or disagreement in marks obtained in tests, quizzes, mid-term tests, assignments, projects and / or other continuous assessment components will not be entertained. The appeals are only applicable for that particular semester and within the stipulated deadline in the Academic Calendar. Backdated appeals will not be accepted.

The answer scripts will be retrieved and reviewed. The review process is to ensure that the examination script is marked according to the marking scheme and is error-free. Where deemed appropriate, the scripts may be re-marked by a second marker or an appointed examiner.

19.1 Review Procedure

Candidates are required to submit a duly completed form for to the Registrar's Office by the stipulated due date as published in the Academic Calendar after making the relevant processing fee payment. Deadlines must be adhered to in order for the candidates' scripts to be fairly reviewed.

19.2 Outcomes of Appeals and Review

Candidates will be notified in writing of the outcome of the appeals and review process. The outcome of the appeals is final and further appeals will not be entertained.

20 Examination for the Research Component of Structures A and B

The final examination of the research component shall consist of a thesis examination and viva voce to determine the candidate's competency in the field of study.

CESSATION OF PROGRAMMES

21 Policies Governing Discontinuation of Studies

The cessation or discontinuation of studies by an existing candidate may arise on two main grounds – voluntary withdrawal or termination. Each reason resulting in the cessation of the programme is viewed and treated differently, as outlined below.

21.1 Withdrawal

Candidates may voluntarily withdraw from their programmes halfway through their studies. The reasons for the withdrawal may vary from going to another institution to financial difficulties. Such withdrawal is allowed but the procedure set out by the Group Finance Office must be adhered to. This would include the completion of the withdrawal form by all departments and persons stated in the withdrawal form.

Tuition fee refunds are guided by the policies set by the Group Finance Office and candidates are advised to ascertain the procedure.

International candidates who arrived in Malaysia for less than two semesters are not allowed to withdraw as tremendous effort had been supported by UCSI University to complete the student visa application.

21.2 Termination of Studies

When and if candidates have been found guilty of various serious offences and their prolonged stay in the country may affect the peace of the country or image of UCSI University, their studies will be terminated with immediate effect.

Apart from the above, the reasons for termination of studies include any one or combination of the following:

- consecutive poor academic performance in each semester;
- consecutive or high absenteeism in classes;
- non-response to warning letters issued;
- unacceptable reasons replied to warning letters; and
- advised by Faculties / Schools.

Candidates found to be in these categories will be issued a first warning letter. If the performance is continued, a second warning letter may be issued. The third letter will be a termination letter in which the candidate is asked to obediently submit his passport for cancellation of student visa. Failure to comply will lead UCSI University to report the matter to Immigration and thereafter, the candidate becomes an illegal immigrant.

Where and when the causal factors for termination appear to be too severe (as deemed by the Senate), the termination letter may be issued without notice of warning letters. Such incidents usually relate to offences that are criminal in nature or placing the institution's reputation at risk.

21.3 Cessation of Academic and Administrative Services

Upon termination of studies, all academic and administrative services extended to the candidate previously will be curtailed and ceased with immediate effect. Candidates whose studies have been terminated are required to comply with the exit procedures immediately and refrain from entering the institution and its premises thereafter.

21.4 Deportation of International Students

Where resistance is encountered, deportation may be exercised in which the candidate is escorted to the airport to board the next flight home. Refundable deposits and surplus of tuition fees may be utilised to bear the costs of deportation.

PROGRESSION AND AWARD

22.1 Research Based

Research work is graded as Satisfactory (S) or Unsatisfactory (U), and the candidates have to obtain "Satisfactory" based on their research report as well as the recommendation by the supervisor for each semester in order for them to continue their candidature until the submission of their thesis.

22.2 Coursework Based

In order for the candidates to graduate with their Postgraduate degree, the candidates must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00.

The Faculty shall inform the candidate early in the courses if he/she must pass with specific minimum grades.

The candidate shall repeat any course with a grade that is less than the minimum grade so as to attain the minimum grade within the maximum period of his candidature.

A candidate who obtains a Grade Point Average (GPA) of less than the required minimum for his programme of study shall be placed on an Academic Probationary Period in the following normal semester. That period shall continue and shall end when the candidate has attained the required minimum GPA in the following normal semester. Any candidate who is placed on an Academic Probationary Period for more than two consecutive normal semesters shall be terminated from his programme of study.

LIST OF OTHER RELEVANT REFERENCES, POLICIES, RULES AND REGULATIONS

The following is a list of other relevant references, policies, rules and regulations (*sorted in alphabetical ascending order*).

No	Document Title
23.1	Academic Calendar 2016
23.2	Closed Circuit Television (CCTV) Monitoring and Recording Policy
23.3	Communication Device Usage Policy
23.4	Computer Laboratory Rules and Regulations
23.5	Fees and Financial Policies
23.6	Graduate Attributes
23.7	Health and Safety Policy
23.8	Information and Communication Technology (ICT) Policy
23.9	Library Services, Rules and Regulations
23.10	Policies Governing Plagiarism
23.11	Policies Governing International Students
23.12	Policies Governing Misconduct
23.13	Security Policy
23.14	Student Representative Policy
23.15	Student with Impairment Policy
23.16	Transfer of Students between Branch Campuses
23.17	Research & Development Policy & Guidelines

RESEARCH & DEVELOPMENT POLICY & GUIDELINES

INTRODUCTION

UCSI University acknowledges the critical importance of research and knowledge dissemination as a key component in developing and maintaining the high standard in an educational institution.

The University prioritises the development and sharing of new ideas, for the benefit of mankind. It is our hope that the conducive environment established at the University will stimulate great interests among researchers and industrial players to invest time and capital in our research and development activities.

The Research and Development Policy & Guidelines are part of an ongoing effort to systematise and structure the achievements, both past and future, of University academics and researchers engaged in Research, Value Innovation and Entrepreneurship activities.

These policy and guidelines are applicable to all researchers in UCSI University.

To encourage and facilitate research activities, UCSI University has put in place several guidelines, funding mechanisms as well as incentives for doing research. This document provides information and guidelines on the following:

- 1.0 Policy on Conduct/ Research Ethics
- 2.0 Intellectual Property Rights and Commercialisation
- 3.0 Publication and Dissemination of Research

1.0 POLICY ON CONDUCT/ RESEARCH ETHICS

- 1.1 Researchers are expected to be honest in respect of their own actions and in their responses to the actions of other researchers. This applies to all aspects of the research including applying for funding and grants and the publishing of findings.
- 1.2 Researchers are expected to uphold research integrity at all times. Specifically, researchers shall acknowledge the direct and indirect co-relationship of colleagues, research collaboration and others in their work and publication.
- 1.3 Research integrity includes maintaining rigour, carefulness and accountability that are the recognised standards of good scholarship, and not just the avoidance of wrongdoings. All researchers should actively practise the following:
 - emphasis high quality research
 - undertake appropriate research supervisions
 - maintain accurate and detailed research activity records and results
 - be ethical about the objectives of one's research
 - be open and cooperative with one's fellow researchers and others
 - is committed to publish and/or further develop and commercialise one's research findings
- 1.4 No legal infringements on any forms of research output (in relation to copyrights, patents, trademarks, computer software, etc.) will be tolerated.
- 1.5 Any potential conflicts of interests related to the research proposal must be disclosed prior to conducting the research.

- 1.6 Certain research proposals require approval from the Research Ethics Committee before the project begins particularly for the following types of projects:
- Research which actively or passively involves human and/or animal subjects, and
 - Research which actively/passively involves the use of hazardous materials and/or biological agents
- 1.7 The original collected data must be accurately recorded, interpreted, preserved, and made fully accessible to the University in its original form.
- 1.8 Researcher(s) must ensure that the data is accurate and records are easily retrievable to ensure the effective progress of research projects.

Notes:

- Where the principal researcher leaves/ resigns from the University, the ownership of the primary data belongs to the University. However, the investigator(s) can, with the University's agreement and acknowledgement to the University, continue to use the original data for further publications.
 - Any requirements governing the preservation of the data as approved by the granting agency must be adhered to. Under certain circumstances, it may be necessary to maintain the collected data for a longer period than was initially agreed.
 - In the case of research projects involving two or more laboratories (joint research projects), the principal researcher(s) who are involved in the project, will be responsible for the data maintenance.
- 1.9 It is the research team's responsibility to identify, assess and acknowledge any health, safety and environmental risks that may be involved in their work.
- 1.10 If the research team is of the opinion that their research project will pose significant health, safety and environmental risks, a thorough health impact assessment must be submitted to the Senate-RSA during the funding applications (Institutional Biosafety Committee).
- 1.11 If a health, safety and environmental assessment report has not been submitted but the Senate-RSA (Institutional Biosafety Committee) has sufficient reasons to believe that a research will pose a significant risk, it may request the research team to submit the said report.

2.0 INTELLECTUAL PROPERTY RIGHTS AND COMMERCIALISATION

- Ownership of internal and/or externally funded projects shall belong to the University unless agreed to otherwise.
- Ownership of all works produced by the University staff during the execution of their duties shall belong to the University unless agreed to otherwise.

2.1 Copyright

- Ownership and copyright of all works produced by University students for their degree/diploma shall belong to the University unless agreed to otherwise.
- The authorship of all works will remain with the researcher/author/inventor. The University shall give due credit to this effect.
- Copyright may be transferred to a journal/conference/book publisher if it is the publication policy of that particular publisher. This must be approved by the DVC of Academic Affairs and Research. However, the University strongly encourages researchers to request for certain rights to be retained including, but not limited to, the right to self archive their publications with the University, the right to provide open access to other University faculties and students via the internal archive and the right to republish after a certain period, in University publications.
- If the publication generates an income in the form of a royalty to the author, the researcher will be required to share the royalty with the University. The percentage of sharing will be decided prior to the publication.
- It is the University policy that all rights on copyright shall remain with the creator unless; the work is a work-for-hire (and the copyright rests with the University under the copyright laws), is supported by the direct allocation of funds through the University for the pursuit of a specific project, is commissioned by the University, makes significant use of University resources or personnel, or, is otherwise subject to contractual obligations.

2.2 Patent Policy

- All potentially patentable inventions conceived or first reduced to practice in whole or in part by members of the faculty or staff (including student employees) of the University in the course of their University responsibilities, or with more than incidental use of University resources, shall be disclosed on a timely basis to the University. The right to such inventions shall be assigned to the University, unless otherwise agreed to by the university with source of funding.
- The University shall share royalties from inventions assigned to the University with the inventor.
- The inventors, acting collectively where there is more than one, are free to place their inventions in the public domain if they believe that would be in the best interest of technology transfer, and if doing so does not violate the terms of any agreements that supported or are related to the work
- This policy shall apply to all inventions conceived or first reduced to practice on or after January 1, 2010
- In addition to faculty members and staff (including student employees), the provisions of the University's patent policy will extend to:
 - All graduates, undergraduates and postgraduates;
 - Non-employees who participate or intend to participate in research projects at the University (including visiting professors, industrial personnel, fellows, etc.).

2.3 Licensing

- The University encourages the developments by industry for public use and benefits of the inventions and technology resulting from University research.
- Recognising that protection of proprietary rights in the form of patents or copyrights are often necessary, particularly with inventions derived from basic research, to encourage a company to risk the investment of its personnel and financial resources to develop the invention.
- In some cases, an exclusive license may be the necessary incentive for a company to undertake its commercial development and production. Non-exclusive licenses allow several companies to exploit an invention.

3.0 PUBLICATION AND DISSEMINATION OF RESEARCH

3.1 Researchers are expected to publish/exhibit the findings of their research with full responsibility and with awareness of the consequences of any such dissemination in the public realm.

3.2 The University aims to ensure that research sponsors understand that researchers must have academic freedom and that sponsors should not discourage publication or dissemination of research and research findings. Every effort must be made to inform sponsors ahead of any potential publication or dissemination of the research findings. This allows sponsors to have adequate time and accurate information to protect any arising intellectual property or to plan for their own public relations together with the University, especially since media publicity is increasingly important to industry, civil society organisations and the University itself.

3.3 Researchers should be guided by the following points when publishing or disseminating their research or research findings in publications, conferences or on websites:

- Researchers should make every effort to ensure that their research or research findings are peer-reviewed before it is published, publicised or disseminated. If research is placed in the public realm before any peer review has been undertaken, this must be made clear by the researcher
- Researchers should acknowledge all fellow research collaborators and all sources of funding openly in any publication or publicity