



Handbook for Postgraduate Candidates



Revised: June 2025

VISION AND MISSION OF UCSI UNIVERSITY

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 in becoming familiar with its practices on matters regarding academic and general administration. Postgraduate candidates are advised to refer to the online version for the latest **updates to the Handbook**. It is the candidates' responsibility to adhere to the rules and regulations stated in the Handbook, as well as other policies and guidelines of UCSI University.

Responsibilities of the University:

- (a) To serve and provide you with a well-rounded education.
- (b) To safeguard and protect all your private information, documents and other personal details and those of your parents/guardians within the university. Such information must remain confidential both within and outside the University at all times. However, the University reserves the right to disclose these details or any part thereof to approved government authorities upon request and in compliance with the law.
- (c) To seek continuous improvement and while setting high attainable standards of education and services.
- (d) To deal with complaints promptly.

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

- (a) To understand and comply with all rules, regulations, procedures, and guidelines as stated in the Handbook for Postgraduate Candidates, alongside adherence to other policies and guidelines of UCSI University.
- (b) to behave and act in a responsible and orderly manner at all times and avoid engaging in actions which will disrupt the academic environment;
- (c) to use the facilities provided responsibly without causing damage to the University's properties;
- (d) to attend all classes punctually and complete all assignments, class work and laboratory work as required;
- (e) to maintain regular contact with the respective Faculty/Institute/School, and duly notify them of any difficulties encountered while seeking necessary advice;
- (f) to adhere to all deadlines set by the University and/or by lecturers;
- (g) to respond to reasonable requests from staff without any undue delay; and
- (h) 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.

TABLE OF CONTENTS

	Description	Page
ADMISSION AND REGISTRATION		
1.	Introduction to the Office of Postgraduate Studies	6
2.	Admission	6
2.1	Master's and Doctoral Degree Programmes Structure	7
2.2	English Language Requirements	7
3.	Orientation	7
4.	Commencement of Classes	8
5.	Travelling during Semester and Examination	8
6.	Deferment of Studies	8
6.1	Procedure for Deferment	8
6.2	Fees for Deferment Cases	9
7.	Transfer of Programme	9
7.1	Eligibility and Procedure	9
7.2	Procedure for Transfer	9
7.3	Courses Completed Previously	10
8.	Selection of Courses	10
8.1	New and Existing Postgraduate Candidates	10
8.2	Procedure	10
8.3	Checking for Approval	10
8.4	Changing the Courses Selected	11
8.5	Penalty for Late Course Selection	11
8.6	Attendance List	11
8.7	Adding and Dropping of Courses	11
8.8	Withdrawal from Courses	11
8.9	Duration of Study	12
9.	Assessment Components	12
9.1	Cumulative Marks	13
9.2	Attendance and Absenteeism	13
10.	Marks and Grade Point Average (GPA)	13
11.	Transcripts and Examination Results	14
12.	Policies Governing International Students	14
12.1	Registration and Admission	14
12.2	General Requirements	15
12.3	Withdrawal	15
12.4	Withdrawal and Student Visa	15
12.5	Renewal	16
12.6	Medical and Health Insurance	17
12.7	I-Kad as Student Identification	17
12.8	Passport	18
12.9	International Student Travel	18
12.10	Service Tax Act 2018 Regulations on Non-Malaysian Citizens	18
PLAGIARISM		
13.	Policies Governing Plagiarism	18
13.1	Plagiarism in Course Work Components	18
13.2	Plagiarism in a Project/Thesis/Dissertation	19
13.3	Plagiarism in Group Work	19
13.4	Repeated Plagiarism (Second Time)	20
13.5	Repeated Plagiarism (Third Time)	20
13.6	Repeated Plagiarism (Beyond the Third Time)	20

EXAMINATIONS

14.	Final Examination Component	21
14.1	Examination Timetable	21
14.2	Eligibility, Barring and Un-Barring	21
15.	Examination Regulations	22
15.1	Examination Slip	22
15.2	Prohibited Items in the Examination Hall	22
15.3	Mobile Phone in the Examination Hall	23
15.4	Open Book Examination with Electronic Devices	23
15.5	Washroom Procedures	23
15.6	Seating Arrangements	24
15.7	Attendance Slips and Waiting Period	24
15.8	Examination Materials	24
15.9	Time Keeping	24
16.	Absenteeism for Final Examination	25
17.	Computations and Capping of Marks	26
18.	Cheating and Misconduct	27
18.1	Consecutive Cheating	27
18.2	Misconduct during the Final Examination	28
19.	Results	28
19.1	Release and Publication	28
19.2	Withholding of Results	28
20.	Appeals and Review of Examination Scripts	29
20.1	Review Procedure	29
20.2	Outcomes of Appeals and Review	29
21.	Examination for the Research Component by Research and Mixed Mode	29

CESSATION OF PROGRAMMES

22.	Policies Governing Discontinuation of Studies	29
22.1	Withdrawal	29
22.2	Termination of Studies	30
22.3	Cessation of Academic and Administrative Services	30
22.4	Deportation of International Students	31

PROGRESSION AND AWARD

23.	Research Based	31
23.1	Publication Requirement for Graduation	31
24.	Mixed Mode and Coursework Based	31
24.1	Publication Requirement for Graduation	32
25.	PhD by Prior Publications	32
25.1	Prior Publication Requirement for Enrolment	32
26.	Appointment of Supervisors and Co-supervisors	33
27.	Research Progress Discussion with Supervisory Committee	33
28.	Appointment of Viva Voce Examiners and Chairperson	33
29.	Research Funding for Postgraduate Research Projects	34

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 origin and development of postgraduate programmes, aimed at supporting the needs of the postgraduate community, can be traced back to 2005. The quest to provide quality postgraduate education of international standards served as the impetus for establishing the Office of Postgraduate Studies (OPS) 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:

- (a) To coordinate the implementation of standard policies and guidelines, ensuring the quality of postgraduate programmes across faculties;
- (b) To promote best practices related to research, teaching, and learning within postgraduate programmes; and
- (c) to organize and coordinate activities for the welfare of postgraduate candidates specifically in the area related to their postgraduate studies.

The Office of Postgraduate Studies (OPS) 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 online application form along with the relevant documents required. Admission to any programme offered by UCSI University is subject to meeting the academic entry requirements and submitting certified true copies of previous academic achievements, certificates and transcripts, one (1) softcopy photograph (passport-sized, white background) for both Local and International candidates.

Malaysian candidates are required to submit a certified true copy of their identity card, while international candidates are required to submit one set of their passport (all pages including cover page) scanned in colour and saved in PDF format for visa application. Passports must be valid for more than 18 months at the time of application. Any exceptions will be subject to requirements applicable at the point of application.

A successful applicant will be issued a Letter of Offer. The applicant would need to endorse their signature on Appendix 1 and submit it to the Admissions Office. With this, the process of application is completed, and the applicant will be informed of the orientation dates as stated in the Letter of Offer.

2.1 Master's and Doctoral Degree Programme Structure

UCSI University offers the following structure of postgraduate programmes, either on a full-time or part-time basis:

(i) Master's and Doctoral Degree by Research

A candidate must conduct research under the supervision of academic staff and submit a thesis to fulfill the graduation requirements. In addition, they must register for and pass subject(s) as required by the respective Faculty/Institute/School. The coursework component must include a course in research methodology.

(ii) Master's Degree by Coursework, and Mixed Mode*

- 1) Minimum credit for master's degree by coursework, and mixed mode is 40 credits.
- 2) For fulltime candidature, the conventional period is 1 year, whereas for part time candidature, the conventional period is 2 years.
- 3) Coursework component must include a course in research methodology.
- 4) The following requirements must be decided by the Faculty/Institute/School:
 - a) Maximum period of candidature
 - b) Graduation requirements

(iii) Master's Degree by Mixed Mode*

*Ratio of coursework to research is within the range of 50:50 or 40:60 or 30:70

(iv) Doctoral Degree by Coursework and PhD by Mixed Mode*

- 1) Minimum credit for doctoral degree by coursework and PhD by mixed mode is 80 credits.
- 2) For fulltime candidature, the conventional period is 3 years, whereas for part time candidature, the conventional period is 4 years. However, the HEP Senate may allow exemptions for outstanding students who completed their studies within a short period.
- 3) Coursework component must include a course in research methodology.

2.2 English Language Requirements

As the medium of instruction for all postgraduate programmes at UCSI University is the English Language, applicants should meet the required English requirement for admission.

As a reference, the general English requirements include IELTS, TOEFL or MUET.

Applicants must abide by each programme's English language competency requirement as the requirement varies from programme to programme.

3. Orientation

All new candidates are required to attend an Orientation to familiarize themselves with the university's environment, the Faculties/Institutes/Schools, the premises, academic and administrative systems, and 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.

4. Commencement of Classes

For relevant programmes, 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:

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

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

5. Travelling during Semester and Examination

While travelling is allowed during the semester breaks or weekends, you are discouraged from travelling during the semester as indicated in the academic calendar. Requests for travel documents and letters from the RO will not be entertained. Travel is only permitted on valid grounds or extenuating circumstances, for which you may apply for a deferment. If approved, you would need to return to your home.

Leisure travel and tour during the semester will inevitably affect the accumulation of component marks, if not the studies of a student.

6. Deferment of Studies

Deferment of Studies may be defined as the approved period of non-study requested by a student. The reasons for this request must be valid and acceptable before approval can be given. This is especially applicable to international students who are residing in Malaysia on student pass. The approved deferment must be accompanied by your confirmed air ticket to return to home country during the specific period of deferment.

You are strongly discouraged from deferring your studies on tolerable grounds, as it will prolong your length of studies. **The norm allowable deferment period at any one time is one (1) semester.** In the case of students undergoing the English Enrichment Programme, the norm allowable deferment period at any one time is one (1) level/calendar month. Requests for subsequent deferment of semester are unlikely to be granted but may be considered on a case-by-case basis, depending on the circumstances. **Absence for two (2) semesters or eight (8) months (whichever is longer) without notification will result in automatic termination of your studies.** If you wish to continue with the programme, you need to re-apply as a new student.

6.1 Procedure for Deferment

The request for deferment must be accompanied by a duly completed **Deferment Form**, and a confirmed air ticket indicating your departure date (for an international student). You must seek approval from the relevant Faculties/Institutes/Schools as stated in the form before submitting the duly completed form to the Registrar's Office (RO). In the event the deferment is on medical grounds, supporting documents from the

relevant medical authority must be provided.

The deadline for a deferment request is stipulated in the academic calendar. The request for deferment should be made and finalized by the stipulated deadline.

6.2 Fees in Deferment Cases

When approval is granted for a deferment request made for the following semester, the tuition fees payable for the deferred semester will be exempted. However, if the deferment is for the existing active semester, the fees will be determined by the Group Finance Office and the rules governing the deferment.

7. 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.

7.1 Eligibility and Procedure

To initiate a transfer of programme, you must possess the following:

- (a) Full acceptance into an existing programme
- (b) Meeting of the entry requirements of the programme intended to transfer to
- (c) Approval from the Dean/Director of the accepting Faculty/Institute/School
- (d) Approval from the Dean of the departing Faculty/Institute/School
- (e) Approval from the RO
- (f) Approval from the VPU/IO for student visa purposes (International Students)
- (g) Approval from the GFO and the payment of the programme transfer fee of *RM150.

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

The duly completed **Programme Transfer Form** is to be submitted to the RO by the stipulated deadline as published in the Academic Calendar, including required approvals from the Faculties/Institutes/Schools.

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. A sponsored student (especially by governments) is required to obtain prior approval from the sponsoring agency before the transfer request is considered. As and when government new regulations and/or changes are enforced, the University is compelled to adhere to and execute such latest intervening rules without prior notice.

7.2 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 in clause 7.1 above. In any case, the transfer cannot take effect immediately unless it is 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.

7.3 Courses Completed Previously

You are to seek advice from the Head of Postgraduate Studies/Department/Programme of the new programme to ascertain the number of courses that can be transferred or exempted in the new programme.

8. Selection of Courses

UCSI University students should select the courses of your choice and/or according to the advice given by your respective Head of Programmes, Head of Departments, Directors, Deputy Deans or Deans.

Students shall undertake the responsibility of registering for the appropriate courses offered in the programme enrolled including the course selection period and adhere strictly to the add/ drop procedure and deadlines accordingly.

8.1 New and Existing Postgraduate Candidates

New candidates will be guided through the 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.

8.2 Procedure

All students are required to complete the online course selection via the *IIS*. Approval for the chosen courses is dependent on class capacity and courses offered in the semester. Online course selections eliminate the need for physical presence on Campus to perform the task.

Lectures/tutorials/labs class capacities are set by the faculty. You are to consult the faculty for alternative courses should the class you select is of full capacity. Consequently, delays in completing the course selection process will not be entertained except under special extenuating circumstances.

8.3 Checking for Approval

Once the course selection has been completed, you are reminded to do regular checks online for the course selection approval status, as the courses you selected may not always be approved. Your course selection may be rejected on the following grounds:

- (a) Incompletion of pre-requisites;
- (b) Insufficient courses undertaken in the semester;
- (c) Number of courses exceed the maximum courses limit;
- (d) Courses are not required for the programme;
- (e) Course is of a different academic level; or
- (f) Any other reason(s) as given by the Dean or appointed Head.

Submission of course selection does not guarantee approval for the intended course(s). Rejection of course(s) should be addressed immediately and preferably in a face-to-face consultation with the Dean of

the Faculty/Director of the Institute or designated staff of the Faculties/Institutes/Schools.

8.4 Changing the Courses Selected

You are allowed to change the courses selected if the course selection has not yet been approved. If the course selection has been approved, the changes can only be made in the early weeks of the commencing semester during the Adding and Dropping of Courses (*refer clause 8.7 below*). There are deadlines given for the Adding and Dropping of courses and you are advised to note the period carefully.

To make the changes on the selected courses before the course selections are approved, you may re-enter the *IIS* and re-do the course selection within the stipulated period as stated in the Academic Calendar.

8.5 Penalty for Late Course Selection

A charge of **RM100 per request** will be imposed on students who are completing the online course selection after the stipulated course selection due date but prior to the last day for the Add/Drop course.

You must proceed to Group Finance Office to settle the penalty payment before proceeding to the Registrar Office to request for activation of the grace period for the late course selection via *IIS*.

Adding and/or dropping of courses after the stipulated Add/Drop period will subject you to a charge of **RM100 per course** being dropped and/or added at an over the counter transaction (course selection function in *IIS* will be deactivated).

8.6 Attendance List

Once the course selection has been approved, your name will appear on the attendance list of the commencing semester. This list will facilitate the lecturer in taking attendance and to ensure that you are registered for the course. If your name is not listed, then you are required to report to the RO immediately. You will not be registered for final examination if your name is not listed on the *IIS* generated attendance list.

8.7 Adding and Dropping of Courses

As outlined above, students who wish to change the course(s) selected may do so within a given period of the next semester. The academic calendar should be referred to determine the exact deadline. After the deadline, a penalty of RM100 will be imposed on each course dropped and/or added.

The fees paid for the course dropped after the stipulated due date for dropping of courses cannot be carried forward to the next semester nor refunded. Hence, you are discouraged to add beyond the deadline as some courses may have already been commenced with the first assignment or test and disallow late-add students to accumulate their component marks. Furthermore, a late-add student may have missed out important knowledge and lessons examinable in the final examination (where applicable).

8.8 Withdrawal from Courses

Withdrawal of courses is not encouraged but is permissible within a certain timeframe each semester. You may have surpassed the Add/Drop deadline and attended several weeks of lessons before deciding to discontinue from the course. In such circumstance, you may **withdraw** from the course within the due date given, i.e. on or before the deadline for course withdrawal (usually by the end of Week 8 of a semester).

The withdrawal request is subject to approval from the Dean of the Faculty/Director of the Institute or designated staff of the Faculty/Institute/School. There will be a processing fee of RM100 imposed for each withdrawal per course.

The withdrawal will prohibit you from sitting for the final examination. The course will appear in your records with a “W” remark indicating that you had withdrawn from that course. A withdrawn course will not contribute to GPA and/or CGPA computation. The course fee paid cannot be brought forward nor refunded.

8.9 Duration of Study

The generally accepted minimum duration of study is 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 Duration of Study

Programme	Minimum (years) Full-Time	Minimum (years) Part-Time
Doctoral Degree by Research	3	4
Doctoral Degree by Mixed Mode	3	4
Doctoral Degree by Coursework	3	4
Master’s degree by Research	2	3
Master’s degree by Mixed Mode	1	2
Master’s degree by Coursework	1	2

Applicants must comply with each programme’s duration requirement, as it varies from programme to programme.

9. 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. These components are categorized as either Continuous Assessments (CA) or Final Assessments (FA). Assessment components are spread over the entire semester to assess and evaluate the candidate’s learning outcome at different points of time.

Some of the common Continuous Assessment (CA) components are as follows, although not all components will be applicable to all courses:

- Assignments
- Laboratory work
- Tests
- Projects
- Quizzes

Some of the common Final Assessment (FA) components are as follows, although not all components will be applicable to all courses:

- Projects
- Thesis / dissertation*
- Presentations
- Final examination
- Quizzes

*Candidates are encouraged to present their research work in seminars/conferences, or to publish their research findings in journals.

Although the above components in CA and FA appear in most of the courses, there may be exceptions for certain programmes and Centres/Faculties/Institutes/Schools. The composite components are determined by various factors such as appropriateness of component assessment, relevance of component evaluation, adherence to approval given by the Malaysian Qualification Agency (MQA), and/or synchronisation with common academic practices worldwide.

9.1 Cumulative Marks

Marks will be awarded for all continuous assessment components throughout the semester. You have to attempt all components in any particular course. These marks are cumulative and will be added to the marks obtained in the final examination/assessment for an overall result. Thus, you should keep a record of the marks you obtained in each component for an overall self- assessment of your academic performance before the final examination/assessment. Once the final examination/assessment is conducted, the total marks compiled by lecturers and Centres/Faculties/Institutes/Schools will undergo stringent evaluation by the School Examination Board of the respective Centres/Faculties/Institutes/Schools before further verification by the University Examination Board, and subject to the review and endorsement by the Senate. The results are usually released on the first day of the following semester, although there are circumstances in which some results could be released earlier (e.g. Foundation level) or later (e.g. final year courses). A pass for both the Continuous Assessment component and a pass for the Final Assessment component is required to pass every course. Students are required to meet the following conditions to pass a course:

- a. A minimum 40% of continuous assessment (CA),
- b. A minimum 40% of final assessment (FA), and
- c. A minimum 50% of the overall marks (OM) - total for continuous and final assessment.

Please refer to Section 17 Computations and Capping of Marks for more information.

9.2 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 slips are officially issued (*refer to Section 13.1 on Examination Slip*).

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 candidate's responsibility to ensure that attendance is taken.

10. Marks and Grade Point Averages (GPA)

Marks and Grade Point Averages (GPA) apply to all postgraduate programmes by Mixed Mode and Coursework, which offer subjects gradable with marks.

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

11. Transcripts and Examination Results

The semester's examination results are available to students and parents (via *IIS*). A transcript is a document that indicates your cumulative academic performance during your tenure at UCSI University in the programme you are enrolled in. The transcript is usually requested by students at the end of a programme. To request for a transcript, you are required to approach the RO to complete a form or submit a request via *IIS* three (3) working days before the desired receipt of the transcripts.

The first transcript issued by UCSI University is complimentary with the subsequent copies to be charged at a normal fee of RM10 per transcript except for the transcript to be used for Co-Op placement.

All transcripts will adopt the Grade Point (GP) format with the final computation of grade points being represented by a cumulative grade point average (CGPA).

12. Policies Governing International Students

An international student is defined as a student:

- Whose citizenship is NOT Malaysian;
- Who is NOT a permanent resident in Malaysia;
- Who enters UCSI University, Malaysia on a student visa permit solely and purely for the purpose of pursuing his/her education.

International students form a sizeable portion of UCSI University's total student population. You may consider the same variety of options as Malaysian students but caution must be made in your subsequent admission to and recognition by professional governing bodies in Malaysia as well as in your home country. UCSI University's efforts may be restricted in the admission of international students to such Boards as they may be governed by certain authorities, ministries, statutes and/or professions. Examples of such bodies are the Malaysian Pharmacy Board, Malaysian Medical Council, Nursing Board and the Board of Engineers. International students are urged to seek advice and guidance from the respective Centres/Faculties/Institutes/Schools for the most current and updated rules.

12.1 Registration and Admission

The registration procedures for international students are as follows:

- Submission of the Application Form or Online Application together with payment for the Application Fee
- These fees are non-refundable, even if you fail to obtain a Student Visa from the respective Malaysian

Government agencies.

- The submission must be accompanied by the relevant certified true copies of previous academic documents, i.e. certificates, transcripts and other relevant documents, for admission into the University as well as for student visa application purposes.
- Upon approval of the student visa, remittance of the other fees and initial tuition fees in full, as stipulated in the Letter of Acceptance.

The offer to international students, except for programmes with admission quota as regulated by professional bodies is valid for two (2) semesters or eight (8) months, from the intake offered for admission. In the event that you failed to commence the programme after the offer's validity period, you are required to re-apply and re-initiate the application procedures mentioned above.

12.2 General Requirements

International students studying at UCSI University are required to adhere to and comply with the following requirements and rules:

- International students who are **absent for (3) consecutive classes** will be given three warning letters and subsequently will be reported to the Immigration Department of Malaysia
- It is compulsory to maintain a **minimum of 80% attendance** in all scheduled classes and achieve a **CGPA above 2.0** for academic performance. Failing to meet these requirements may result in your student pass being revoked.
- Students are responsible for monitoring the expiry dates of passports and student passes.
- Penalties may be imposed by the Immigration Department of Malaysia in the event of late submission for renewal or submission after student pass has expired. All costs will be borne by the student
- For completion, withdrawal or deferment of study, you are required to inform **VPU four (4) weeks** before you leave the Country or University. This is to ensure that your current students pass with the University is cancelled accordingly.
- Possess sufficient funds to cover the tuition fees and expenses for at least one (1) year.
- Be admitted into a full-time programme (as opposed to part-time courses).
- Prohibited from being gainfully employed beyond the stipulated hours allowed by Malaysian Immigration.

Apart from the above, all academic and administrative rules and regulations stated in this Handbook are also applicable to you, as international students.

12.3 Withdrawal

Once you withdraw from the University, the University will no longer be rendering any form of service to you and the withdrawal will be reported accordingly to the relevant authorities.

12.4 Withdrawal and Student Visa

The handling of student visas or student passes is appended below:

12.4.1 Cancellation

A student's visa will be cancelled under the following circumstances and conditions:-

12.4.1.1 Withdrawal

- a. You are required to complete the “**Online Submission of Withdrawal Form**” and obtain clearance from all relevant departments and Centres/Faculties/Institutes/Schools
- b. To submit to the IO, a copy of your passport and booking air ticket bearing your departing date and flight.

12.4.1.2 Completion of the programme

- a. You are required to complete the “**Online Submission of Completion Form**” and obtain the clearance from all relevant departments and Centres/Faculties/Institutes/Schools
- b. To submit to the IO, a copy of your passport and booking air ticket bearing your departing date and flight.

12.4.1.3 Termination of Studies

- a. You may be terminated from your studies at the University on the grounds of poor academic performance and/or attendance record or other reasons related to indiscipline or academic misconduct
- b. Your student visa will be cancelled and you are expected to make immediate arrangements to return to your home country as soon as possible. Failure to do so may result in your status being regarded as illegal by the Immigration authorities.

12.4.1.4 Transfer of Institution

- c. International students who wish to transfer to another institution will need to have your student visa for studies with UCSI University cancelled. The new institution will then be expected to apply for the new visa on your behalf. The procedures and conditions of transferring to another institution are:-
 - Approval from the Centres/Faculties/Institutes/Schools.
 - A copy of the Letter of Offer from the receiving institution.
 - A fulfilment of 80% class attendance in general (where this is not met, the Release Letter will state the actual percentage).
 - Settlement of outstanding fees.

UCSI University reserves the right to issue the Letter of Release to students.

12.5 Renewal

Your Student Pass will be renewed or extended when and if you have not completed the programme yet on the date of visa expiration. The extension or renewal may be granted for the period of time you require to fulfil any uncompleted graduation requirements.

Where a renewal of visa is sought, the following procedures are to be followed:

- Attainment of clearance from GFO.
- Submission of renewal application document and fee for Student Pass renewal application can be submitted to the respective Faculties as early as FOUR (4) MONTHS before the expiry date of the Student Pass.
- However, it MUST be submitted to the respective Faculties latest by THREE (3) MONTHS before the expiry date of the Student Pass. Failing to do so would result in a penalty being imposed amounting to RM30 per day. (If the student pass has less than 3 month's validity).

The renewal of Student Pass will not be processed by VPU:

- If there are any Outstanding Fees and did not acquire clearance form from GFO

- If there is no course selection in the current semester or following semester whichever is applicable

The renewal will not be supported by EMGS and Immigration Department of Malaysia if you have any of the following:

- Poor class attendance (less than 80%); or
- Academic result below CGPA 2.0 (as Immigration Department requirement)
- FINAL stamp endorsed on current Student Pass
- Exceeded Studies Duration

12.6 Medical and Health Insurance

It is mandatory by the Ministry of Higher Education (MOHE) that all international students have a medical and health insurance while studying in any of the listed Private Higher Educational Institutions (IPTS) in Malaysia.

The medical and health insurance guideline covers Personal Accident & Death, In-patient Services, Repatriation and Outpatient Services.

All new students who have entered Malaysia with a valid Visa Approval Letter will have Medical coverage upon entry under the EMGS systems.

However, the students will only receive their medical card within 14 working days of submitting their passports to EMGS. Students can notify IST if they have not received their medical card.

All International students are reminded that it is compulsory for them to have a valid medical insurance plan throughout the period of study. The International students will not be able to make any claims under the expired policy. Therefore, all International students are required to collect the medical insurance card IMMEDIATELY upon receiving the email notification.

The University shall not be responsible for any medical claims due to expired medical insurance policy.

12.7 I-Kad as Student Identification

The usage of i-Kad as International student identification has been gazetted by the Immigration Department Malaysia to all International students in both Public and Private Higher Institutions. Therefore, all International students are required to provide the i-Kad upon requests by the authorities.

12.7.1 Loss or Damage

- International students will be held fully responsible for the i-Kad and are required to pay for replacement charges for lost or damaged i-Kads
- International students MUST notify VPU immediately if the i-Kad is lost
- International students will be required to submit a police report to VPU for i-Kad replacement application.

12.7.2 Returned i-Kad

International students whose i-Kad is expired, and who completing / withdrawn from the programme will be required to return the i-Kad to VPU.

UCSI University reserves the right to collect the i-Kad from International students.

12.8 Passport

- International students are required to collect the passport upon receiving an email notification from VPU.
- International students must ensure to have active course selection during passport collection at VPU.

International students must avoid long-distance travelling at the absence of a passport

12.9 International Student Travel

International postgraduate student with student pass who wish to travel abroad Malaysia for academic and/or non-study purposes (including back to home country) must complete the Postgraduate Student Travel Declaration Form. The form is to serve as a notification on the intention to travel abroad and to obtain approval of travelling and absence from the respective faculty. The original completed form shall be kept by faculty and students are to keep a copy. Students must also submit a copy of the completed form to the University's Visa Processing Unit (VPU) for their record of your departure. Upon return to Malaysia, you are required to notify the VPU of your arrival.

12.10 Service Tax Act 2018 Regulations on Non-Malaysian Citizens

In accordance with government tax regulations, effective from 1 July 2025, a 6% service tax will be imposed on all fees or charges for private higher education services acquired by non-Malaysian citizens in Malaysia. This requirement is mandated by law and will apply to all non-Malaysian citizens from the effective date onward.

PLAGIARISM

13. Policies Governing Plagiarism

UCSI University regards plagiarism as an academic misconduct and treats such incidents with a high degree of severity and attention.

Plagiarism is defined as the act of submitting academic work (e.g. assignment, project, thesis, dissertation, essays, or other equivalent written assessment) with the use of academic work publicly published and produced by another person for the purpose of obtaining credit or fulfilling requirements, without proper acknowledgement or consent. Specifically, UCSI University further defines plagiarism as:

- The inclusion of ideas, words or sentences, paragraphs, in whole or in parts, from other sources into your work without appropriate acknowledgement;
- The use of another person's intellectual work, including musical composition (tune or lyrics), computer programme, photographs, drawing or sketches, sculpture or research and other equivalent forms into your own work, attempting intentionally or otherwise to represent it as your own work.

In order to avoid being penalised, where in doubt, you are urged to seek clarification from the examiner or lecturer prior to submission of such work.

13.1 Plagiarism in Course Work Components

The course work components are taken to mean any take-home written. If sufficient evidence of plagiarism is found in a student's work, the following procedure shall take place:

- 1) The lecturer/examiner of that piece of work is to gather the evidence for documentation;

- 2) Confirmation with the Dean or Deputy Dean of Faculties, Director of the Institute and member of Faculties/Institutes/Schools that the piece of work does indeed contain plagiarized work. These “members” will form the immediate committee to address this incident until the matter is resolved;
- 3) Request for you to attend a scheduled meeting with the lecturer/examiner, the Dean or Deputy Dean and members of Faculties/Institutes/Schools. This is to be completed within three (3) days from the date of discovery and with the meeting agenda extended to you. Failure to be present at the meeting may add on penalty to the case, unless proven that the absenteeism is due to extenuating circumstances;
- 4) During the meeting, you will be explained the allegation of plagiarism and requested to clarify and respond. The Committee would allow you to admit the offence and where possible, resolve the matter informally.
- 5) You are to sign the Admission to Plagiarism Form at the meeting witnessed by the committee members (who will also be required to acknowledge the discussion with their signatures);
- 6) The penalties for such an incident are:
 - An award of a Fail grade in that particular component, where the committee members are of the opinion that the case is severe; OR
 - A re-submission of the assignment within a suitable duration determined by the committee and agreed by you, where the committee members are of the opinion that the case is less severe; AND
 - A stern warning letter issued by the Dean of the Faculty/Director of the Centre/Institute or designated staff of the Faculties/Centres/Institutes/Schools and recorded in your student file with the RO.
- 7) If the objectives of the meeting are unfulfilled as in:
 - Your absenteeism without notification or acceptable reasons; or
 - Your non-cooperation; or
 - Adamant denial on your part without valid evidence.

The following actions shall be executed immediately:

- An award of a Fail grade in that particular component, where the committee members are of the opinion that the case is severe; and
- A stern warning letter issued by the Dean of Faculty and recorded in your student file with the RO.

13.2 Plagiarism in a Project/Thesis/Dissertation

Plagiarism could occur at a higher level or in a component that carries a heavier weightage in the total assessment of the module, e.g., a project, thesis or dissertation.

Allocation of higher marks in such a component invariably places higher importance for that learning component. Thus, the offence of obtaining credits through dishonest means by using another person’s academic work is correspondingly higher in such an attempt. Plagiarism in this context takes the similar broad definition given in section 12.0 and 12.1 above, and will be dealt with accordingly to the processes outlined above.

The aim of the discussion with you also entails providing the necessary counselling to prevent future recurrence. The penalty however, is still severe and will be as described in 12.1 (6). The penalty allowing re-submission, if recommended, will cap the re-submission mark to a Pass mark, while non- re-submission will result in a Zero (0) mark for that component. If you were absent from the meeting, the incident shall be recorded as such.

13.3 Plagiarism in Group Work

Where an assignment is worked on by a group of students (i.e. more than one individual), the process of administering the incident and the corresponding penalties will be similar to those described in 12.1 above. The exception is that the number of students will be more than one and each has to sign the same Admission to Plagiarism Form.

13.4 Repeated Plagiarism (Second Time)

Where a student is found to have committed the plagiarism offence again in whatever weighted component, similar procedures as outlined in 12.1 (1) to 12.1 (5) will apply. The members will be alerted that this is a repeated plagiarism.

In the discussion session with a student, the student would be informed of the repeated offence. The aim of the discussion is to inform the student of the severity of the repeated offence and to serve a verbal warning.

The penalty for such level of plagiarism, if proven with documented evidence is automatic Fail grade in that module and a stern final warning letter issued by the Dean of the Faculty/Director of the Institute or designated staff of the Faculties/Institutes/Schools to be recorded in your Student File and student record database system.

Whether the objectives of the meeting are fulfilled or not, the Fail grade will be imposed. You will also be barred from sitting for the Final Examination. Thereafter, it is your decision whether to continue with the class attendance if the semester is still actively on going.

13.5 Repeated Plagiarism (Third Time)

When a student is caught plagiarising after the second time, the inquiry meeting as stipulated in 12.2 will be convened.

The matter is reported in writing to the RO within the immediate two (2) days, and the following penalties will take effect:

- You will be suspended for a semester. A suspension letter from the RO with a copy extended to the Dean of the Faculty/Director of the Institute or designated staff of the Faculties/Institutes/Schools will be issued to you;
- The suspension shall take immediate effect, i.e. in the current, un-ended semester in which you are at, plus the following semester; you may be subject to fee and financial policy;
- You will be barred from all Final Examinations if it is an on-going semester and the courses selected for the following semester will be void.

Appeal will be forwarded to the Faculties/Institutes/Schools for the remote possibility of consideration. The Dean of Faculties/Director of the Institutes reserves the right to choose whether the appeal should be responded to or not.

13.6 Repeated Plagiarism (Beyond the Third Time)

When a student is caught plagiarizing after the third time, an inquiry meeting will be convened accordingly. The matter will be reported in writing to the RO within two (2) days, and the following penalties will take effect:

- Your study at UCSI University will be terminated. A termination letter from the RO with a copy extended to the Dean of the Faculty/Director of the Institute or designated staff of the Faculties/Institutes/Schools will be issued to you.
- The termination shall take immediate effect, i.e. in the current, un-ended semester in which you are at, irrespective of whether Final Examinations have been sat;
- The courses selected for the following semester shall be void. All academic and administrative services will be ceased and in the case of an international student, your visa will be cancelled immediately. You may be subject to fee & financial policy.

Appeals will not be entertained nor responded to.

EXAMINATIONS

14. Final Examination Component

You are to sit for a final examination towards the end of each semester if the course undertaken requires this assessment.

The duration of the final examination may vary between 1.5 hours and 3 hours, depending on the requirement of the programme and the course. The venue for the final examination is usually in the Examination Hall but could be located elsewhere depending on the capacity and the logistics of the entire examination.

14.1 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.

14.2 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 slips 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/Institutes/Group Finance Office.

15. Examination Regulations

15.1 Examination Slip

As mentioned, the student is required to obtain an examination slip approximately one (1) week prior to the final examination, Exam Centre will not be responsible for any delay in entering the examination hall should the students failed to obtain their examination slips on the examination day. The student ID and examination token are required to enter the Examination Hall. Without either of these, the student will need to approach the Finance Counter to obtain a new examination slip and/or identification tag after a penalty payment of RM5 for each item is cleared by the student.

The examination slip will outline all the courses that have the final exam component and the student is undertaking for the particular semester. Where a student is barred from the final examination, a line will be drawn across the course, and the student is urged to act swiftly to be unbarred from the examination.

15.2 Prohibited Items in the Examination Hall

Certain items and materials are strictly prohibited from being brought into the examination hall. If the student is caught with these items in the examination, he/she may be found guilty of cheating and may, on the advice of the Chief Invigilator, be reported to the University Examination Board (UEB) for further action.

This is notwithstanding whether the examination has commenced or not, and whether the prohibited items were brought in intentionally or otherwise. The onus is on the student to check that prohibited items are not brought into the examination hall. Invigilators will check items that are allowed into the examination hall when suspicion arises. Examples of such prohibited items are outlined in Table 3.0 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 • Electronic devices (smart watch, Bluetooth hand-free) 	<ul style="list-style-type: none"> • Coats, jackets, pockets, pants • Calculators • Calculator covers (to be placed on the floor) • Pencil cases/boxes (to be placed on the floor) • Spectacle casing (to be placed on the floor) • Dictionaries (where allowed) • Rulers • Books (where allowed) • Examination Tokens • Wallets and purses • Others

Prohibited items found in the examination hall will be confiscated and used as evidence in the UEB meeting and may not be returned. If the student wants to bring his/her personal and valuable belongings into the

Examination Hall, he/she is advised to seek alternative avenues to safeguard his/her items. Coin lockers are provided by the Student Affairs and Alumni Division located outside of the examination hall. UCSI University will not be held responsible for the loss of any item within the premises if you fail to heed the advice of not bringing valuable items to the examination.

15.3 Mobile Phone in the Examination Hall

Mobile phones *may* only be brought into the examination hall on the condition that students keep their mobile phones in their bags and the bags must be placed at the front of the examination hall or in the lockers located outside the examination hall. All mobile phones must be switched off (including any alarms) throughout the examination

If a mobile phone is found in your possession (pockets, clothing, on your desk/chair/on the floor) or rings in your bag during an examination, the mobile phone will be confiscated. A penalty of **RM100** will be imposed to redeem both the SIM card and the mobile phone from Exam Center. Students are advised to take proper precaution with regards to safeguarding their own mobile phones or other valuable items. UCSI University will not be held responsible for the loss or theft of any items within the premises.

15.4 Open Book Examination with Electronic Devices

Where an examination is designated ‘open book’ there will be no restrictions on the materials which may be taken into an examination hall. Candidates will be allowed to bring any items in the printed format. Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination hall, such materials will be limited to those specifically nominated by the Lecturer-in-Charge and are specified on the examination paper cover sheet unless stated otherwise.

Open book exams are meant for open book format, but do not cover access for internet or computer devices. No electronic devices are allowed, including but not limited to, mobile phone, computers, CD- ROM, USB flash drives, phones, calculators with programmable memory, cameras, etc.

The invigilators will inspect any of such materials to ensure compliance with approval and do not contain any unauthorised materials.

The above mentioned is not applicable on the practical examination which require computers.

15.5 Washroom Procedures

To safeguard the integrity of the examination, students are prohibited from going to the washroom immediately upon entering the examination hall within the first 30 minutes of the examination, and towards the last 30 minutes before the examination ends. However, the Chief Invigilator on duty is authorised to exercise his/her discretion to act accordingly on needs arising under special circumstances.

Students are advised to visit the washroom before any examination session. Where deemed appropriate, the student may be subject to a body search by Invigilators (of the same gender). When consent is given, you are required to sign a washroom control booklet outside the washroom to indicate when and who has been to the washroom during a particular paper.

15.6 Seating Arrangements

At each examination session, you will be given special seat arrangements that differ by sessions. The seating arrangements will be made available at the nearest notice boards to the examination hall, 15 minutes before commencement of the examination session. You are advised to be at the examination hall early to check your respective seat numbers.

The arrangement is fixed according to the attendance logistics. Unauthorised movement is strictly prohibited, unless otherwise instructed or requested by the Invigilators.

15.7 Attendance Slips and Waiting Period

If you enter the examination hall early, you have the advantage of completing the attendance slips and the details requested on the answer booklets and other documents before the examination commences. 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.

Warning messages will be announced at each session, and students are required to listen attentively and abide by the instructions and examination regulations announced.

The attendance slip should be completed prior to attempting the questions. It will be collected at the end of the first 30 minutes for attendance affirmation. As such, students are not allowed to leave the hall within the first 30 minutes after the examination commences.

15.8 Examination Materials

All materials distributed to candidates at any examination session, used or unused, are to be returned to the examiner. Taking examination materials out of the examination hall is regarded as an offence. If you are caught bringing out the examination material from the examination hall, you will be subject to penalty as deemed appropriate by University Examination Board (UEB).

15.9 Time Keeping

As a reminder, you are advised to adhere to the following practice:

- 15.9.1 Arrive early to check the seat number;
- 15.9.2 Remain seated until the examination starts;
- 15.9.3 Remain in the examination hall within the first and the last 30 minutes of the examination. Any movements within the examination hall during this period, including leaving the hall or visiting the washroom, are restricted.

The adherence to the above practice is in compliance with the time management of the examination. If you arrive after the first 30 minutes, you will not be allowed into the examination hall unless authorised by the Chief Invigilator. The delay will be regarded as absenteeism, especially if there were students who had left the hall or visited the washroom.

16. Absenteeism from Final Examination

The University defines absenteeism as not physically present in the examination hall during the stipulated date and time of the paper in question, under whatever circumstances.

Absenteeism in the final examination entails a serious consequence resulting to a “**Fail**” grade being awarded. However, absenteeism due to extenuating circumstances (i.e., medical condition, bereavement, etc.) may be considered for **re-sitting Final Examination*** if supporting document(s) (e.g., medical certificate, death certificate (of parent, sibling), etc.) justifying the absenteeism, upon deliberation by the Faculty Examination Board (FEB), the Faculty Dean will then table it at the **UEB for approval**. The re-sitting Final Examination will be conducted during the Supplementary Examination period of the semester. Misreading or misunderstanding the final timetable cannot be accepted as a reason for failure to attend an examination.

If you are unable to attend the final examination due to a medical condition, you are required to submit a medical certificate issued by a doctor from either a government or private hospital, or from UCSI University’s clinic. A **Medical Attestation Form** duly completed by the doctor who attended to the illness must be enclosed with the medical certificate(s) should the medical certificate(s) be issued by private clinics other than Laurent Bleu Medical Centre.

The medical certificate(s) must be submitted to the RO within **five (5) calendar days** inclusive of the scheduled examination day. Late submission of medical certificate must be supported by justification from doctors from the same clinic/hospital where the student obtained the medical certificate. Acceptance of the late submission is subject to decision of the UEB.

In the case of a student who had submitted medical certificate(s) for being absent in examination for **three (3) consecutive semesters or more**, the University reserves the right to reject future medical certificate(s) and to disallow the student from attempting the supplementary examination.

Medical certificate(s) will not be accepted if you are found to have fees owing to the University prior to and/or during the final examination period.

Time-off slip is not acceptable for reasons of absenteeism in final examinations.

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

- (a) Recorded warning letters.
- (b) Awarded of a “Fail” grade.
- (c) Suspension of a semester or more.
- (d) Termination of studies at UCSI University.

***Note:**

1. Supplementary Examination is **NOT** applicable to postgraduate programmes.
2. The marks awarded for re-sitting Final Examination will be of a **FULL** mark as allocated in the Final Examination.
3. In the event that the student fails the course, **NO** re-sitting Final Examination is allowed, and the student is required to repeat the course in the future semester.

17. Computations and Capping of Marks

Component marks obtained throughout the semester will be accumulated and taken into account in the computation of the final marks. This total mark will be moderated by the respective Faculty/Institute/School or second examiner prior to submission to the UEB for approval, endorsement and release. The final grade will be released to the student on the commencement week of the new semester.

Students must pass both the Continuous Assessment (CA) and Final Assessment (FA) components to pass the course. In the event that students fail either CA or FA, the final overall marks shall be capped to a fail grade (F) even if the total combined CA-FA mark is above 50%.

Table 17.1: Examples of the Capping of Marks

Components	Student A		Student B		Student C		Student D	
	Marks Obtained	Full Mark	Marks Obtained	Full Mark	Marks Obtained	Full Mark	Marks Obtained	Full Mark
Continuous Assessments (CA)								
Assignment 1	5	10	5	10	5	10	8	10
Mid term	10	20	8	20	15	20	8	20
Assignment 2	15	30	10	30	20	30	17	30
Total CA marks	30	60	23	60	40	60	33	60
Final Assessment (FA)	20	40	30	40	10	40	16	40
Total marks	50	100	53	100	50	100	49	100
Remarks	Pass (CA & FA)		grade capping		grade capping			
Final (Grade)	50 (C)		(F)		(F)		(F)	

Student A

Continuous Assessment (CA) Assignment 1 + Mid-term + Assignment 2 Final Assessment (FA) Total CA+FA	$= 5+10+15 = 30/60 (50\%) \geq 40\%$ $= 20/40 (50\%) \geq 40\%$ $= 30+20$ $= 50 \geq 50\%$
Student met all conditions. Final grade is C.	

Student B

Continuous Assessment (CA) Assignment 1 + Mid-term + Assignment 2 Final Assessment (FA) Total CA+FA Final marks	$= 5+8+10 = 23/60 (38.33\%) < 40\%$ $= 30/40 (75\%) \geq 40\%$ $= 23+30$ $= 53$ $= 40; F$
Final marks capped at 40% with F grade as student failed the continuous assessment.	

Student C

Continuous Assessment (CA) Assignment 1 + Mid-term + Assignment 2 Final Assessment (FA) Total CA+FA Final marks	$= 5+15+20 = 40/60 (66.67\%) \geq 40\%$ $= 10/40 (25\%) < 40\%$ $= 40+10$ $= 50$ $= 45; F$
Final marks capped at 45% with F grade as student failed the final assessment.	

Student D

Continuous Assessment (CA) Assignment 1 + Mid-term + Assignment 2	$= 8+8+17 = 33/60 (55\%) \geq 40\%$
Final Assessment (FA) Total CA+FA	$= 16/40 (40\%) \geq 40\%$ $= 33+16$ $= 49 < 50\%$
Final marks	$= 40; \text{F}$
Final marks is below 50%. Final marks capped at 40% with F grade.	

18. 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:

- (a) copying, in part or whole, from an examination paper, mathematical analysis, formulae, research or creative project or equivalent sources that belong to another person;
- (b) submission of a piece of academic work that has been purchased, borrowed, stolen or fabricated data;
- (c) use of notes, sources, materials from items and/or electronic devices not authorised in the examination or by the examiner;
- (d) 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
- (e) 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 “Fail” 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.

18.1 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:

- (a) being caught cheating in separate papers within a particular examination period;
- (b) 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

- (c) 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 students, who are being suspended due to a cheating offence, will have their student visas shortened or cancelled. As such, they will be asked to return to their home country for that suspended semester(s). If their visa is extended over a considerably long period, then they may maintain their visa, but it will be made mandatory for them to present their homebound air ticket to the RO. Upon returning to Malaysia to resume their studies, they will be asked to show the pages in their passport to certify their departure and arrival. The University is duty bound to report to the Malaysian Immigration Department any students who fail to adhere to the above regulations.

Students (local or international) who are suspended will **not** be allowed to:

- (a) Transfer programme or complete their course selection.
- (b) Sit for any supplementary examination, if any. They will be required to repeat the course.

18.2 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 but not limited to:

- (a) Incessant talking in the Examination Hall;
- (b) General disobedience of examination instructions;
- (c) Unruly and rowdy behaviour shown towards invigilators / lecturers;
- (d) Inability in adhering to and aloofness towards examination procedures.

All academic misconduct cases are presented to and considered by the UEB. Where required, the students involved will be required to attend an interview for further clarification. Where appropriate, the cases may be referred to the Student Disciplinary Board (SDB) for further actions.

19. Results

19.1 Release and Publication

Your results will usually be published on the first day of the commencing semester. You are advised to proactively check the academic calendar for the schedule dates.

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

19.2 Withholding of Results

Results can be withheld for the following two reasons:

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

20. 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.

20.1 Review Procedure

Candidates are required to submit a duly completed form 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.

20.2 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.

21. Examination for the Research Component by Research and Mixed Mode

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

22. 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.

22.1 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 (if any) are guided by the University's Refund Policies and Procedures and you are advised to ascertain the procedure. It is imperative that all rules and regulations are strictly adhered to, including settling the outstanding tuition fee (if any), failing which, the Refundable Deposits shall be forfeited.

The approval for withdrawal of an International student must be accompanied by, apart from, a duly completed Withdrawal Form, also a confirmed air ticket indicating your departure date. A Letter of Offer from the acceptance institution is also required for transfer cases.

22.2 Termination of Studies

When and if you are found guilty of any serious disciplinary offences and your prolonged stay in the country (international students) affects the peace of the country or tarnishes the image of the University, your studies will be terminated immediately.

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

- (a) consecutive poor academic performance in each semester;
- (b) consecutive or high absenteeism in classes;
- (c) non-response to warning letters issued;
- (d) unacceptable reasons replied to warning letters;
- (e) advised by Faculties/Institutes/Schools; and
- (f) exceeded maximum period of studies.

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 authority 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.

22.3 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.

22.4 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

23. 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.

23.1 Publication Requirement for Graduation

The minimum publication requirement for graduation is applicable to postgraduate students by research, from intake of year 2024 onwards. Minimum requirements are as follows:

- (i) Master Degree by Research*
 - One full paper submission to WoS/Scopus-indexed journal
 - Scope of the manuscript must be derived from the student’s thesis (1st author)
- (ii) Doctoral Degree by Research*
 - One full paper accepted/published in WoS/Scopus-indexed journal
 - Scope of the manuscript must be derived from the student’s thesis (1st author)

*PG programmes under the performing arts and arts & design disciplines are exempted from these requirements

Faculty/Institute/School has the autonomy to set higher publication requirements. Please refer to the graduation requirements of each programme.

Scholarship recipients will need to comply with the publication requirement set by the sponsor(s), whichever is higher.

24. Mixed Mode and 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/her

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/her programme of study.

24.1 Publication Requirement for Graduation

Faculty/Institute/School has the autonomy to determine the publication requirements (if any) for Mixed Mode and Coursework programmes. Please refer to the graduation requirements of each programme.

Scholarship recipients will need to comply with the publication requirement set by the sponsor(s), whichever is higher.

25. PhD by Prior Publications

Under this mode, the candidate's publications and other equivalent works prior to registration (<10 years) are included in the submission for the doctoral award. The minimum duration of candidature is 6 months and must not exceed 2 years. A supervisory team will be appointed to guide the PhD students in organising the published work for thesis submission and viva voce.

25.1 Prior Publication Requirement for Enrolment

Minimum requirements are as follows:

- (a) Published work must encompass high-quality journals, monographs, books, research-based chapters in books, electronic publications, creative works, artefacts in the field which have not been used to obtain other awards or deemed a part of those awards.
- (b) The publications or productions must be published or produced within a period not exceeding 10 years from the date of submission.
- (c) Minimum of 5 publications or *equivalent works as first/corresponding author aligned with specialization theme. For previous published work in research journals and research book chapters, must be full length research articles or review articles only – indexed in Scopus/WoS (non-predatory journals).

*If the applicant has other publications that showed significant contribution to the field (eg. Art and performance portfolio with international recognition, national/international policies, technical reports to national/international organisations etc), the faculty admission evaluation panel shall determine the equivalency and propose to Senate for admission approval.

An executive summary of the above publications (3-5k words) to show coherence between the five (5) articles and demonstrate his contribution to knowledge in the specialised field is required.

Faculty/Institute/School has the autonomy to set higher publication requirements for their respective PhD programmes by Prior Publication.

26. Appointment of Principal supervisors and Co-supervisors

Principal supervisors and co-supervisors are appointed to provide research support and guidance to postgraduate students in successfully completing their programmes. The principal supervisor is responsible for the overall management and direction of the postgraduate student's research. Co-supervisors shall work jointly with principal supervisor to provide advice and practical support to the postgraduate student.

The eligibility of supervisors' appointment is based on the criteria below:

- A full-time academic staff of UCSI University (applicable only to principal supervisor)
- Latest MQA standards for Masters and Doctoral Degrees
- Respective MQA Programme Standards
- Professional/regulatory bodies' conditions (if any).

A person is ineligible to be appointed as Supervisor, with respect to the postgraduate student:

- a) with family relationship; or
- b) with business/commercial/financial relationship; or
- c) any other personal relationships which may give rise to conflict of interest in the workplace.

The supervisors appointed within the supervisory committee also must not have any family link.

After a Postgraduate Student has passed the proposal presentation, any change to his/her Principal Supervisor requires solid justification. If the newly proposed principal supervisor was not previously a member of the supervisory committee, additional strong justifications must be provided.

27. Research Progress Discussion with Supervisory Committee

For the research project component of all postgraduate programmes, the postgraduate students are required to regularly meet-up with his/her supervisory committee members (Principal Supervisor and/or the Co-supervisors) to discuss about the research progress. The frequency of meet-up shall be determined by the Faculty/Institute/School, but the supervisor-student meeting should be at least once a month. The students and supervisors are encouraged to conduct supervisor-student meetings as per the progress of the students and shall not be limited to only once a month as the lowest benchmark to disregard the additional guidance given to the student.

The meeting or discussions should be timely recorded by the Faculty/Institute/School via:

- i. class attendance sheet (hardcopy)
- ii. digital records of attendance in the UCSI University Integrated Information System (IIS)
- iii. postgraduate supervisory meeting form
- iv. assignments
- v. meeting minutes
- vi. and other relevant forms of record

28. Appointment of Viva Voce Examiners and Chairperson

This section describes the processes used to deliberate all matters relating to Viva Voce examination of Postgraduate Programmes. This procedure applies to all Viva Voce examination of Postgraduate Programmes which are assessed internally at UCSI University. Viva Voce Examiner (External and Internal) refers to an examiner appointed by UCSI with the assistance from the respective Faculties, and who is required to assess candidate in the Viva Voce examination and candidate thesis. A Viva Voce Chairperson refers to a chairperson who serves as a moderator and ensures that the Viva Voce examination session is carried out fairly. He or She does not participate in the Committee as an examiner.

Appointment of Viva Voce Examiners

- i. Office of Postgraduate Studies (OPS) receives nomination from faculty/institute/school to appoint Viva Voce Examiners. The nomination submitted must be attached with the latest curriculum vitae of the examiner and other related information. Cover note of the Faculty Management Board meeting stating the approval of examiners' nominations and the student's principal supervisor appointment letter should be attached as well.
- ii. OPS vets through the nominated examiners. If approved, the nomination shall be tabled in the next Senate Meeting by faculty/institute/school for approval and presented by OPS.
- iii. If the nomination is NOT approved by the Senate, the Faculty/Institute/School will be informed, and a new nomination is to be submitted and tabled in the Senate Meeting for approval (return to step i).
- iv. If the nomination is endorsed by University Senate, OPS will issue the Appointment Letter to the respective examiners.
- v. Faculty administrator is to liaise with respective examiners for acceptance by returning the duly signed copy of Appointment Letter. OPS and Faculty will keep a copy of duly signed Appointment Letter for record purposes.
- vi. Faculty administrator is to raise the Honorarium Payment Form to initiate the payment process (from the respective faculty budget) with approval from Dean/Director of Faculty/Institute and Director of OPS.
- vii. A signed copy of Appointment Letter and approved payment details in Honorarium Payment Form will be submitted to Group Finance Office by Faculty for payment arrangement before the Viva Voce examination date.
- viii. Faculty administrator is to liaise with Group Finance Office for the bank cheque (honorarium) and pass to the Examiners at time of visit (Viva Voce examination).
- ix. Faculty administrator is to raise Travelling and Expenses Claim Form (if any) to initiate payment (from the respective faculty budget) with approval from Dean/Director of Faculty/Institute and Director of OPS. Faculty administrator is to liaise with Examiners for bank details for the claim reimbursement to be banked in/transferred to Examiners.
- x. Faculty to submit the Traveling and Expenses Claim Form to Group Finance Office for processing. Faculty administrator is to follow-up with Group Finance Office for claim processing status.

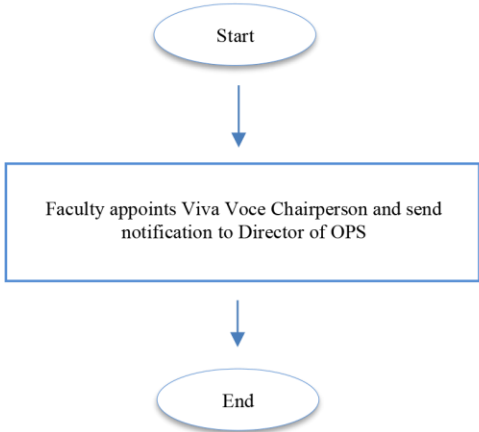
29. Research Funding for Postgraduate Research Projects

The research funding for postgraduate research projects is under the purview of the supervisory committee.

Process Flow	Forms / Records	Description
<p>A. Appointment of Examiners</p> <pre> graph TD Start([Start]) --> Box1[For PG programmes by Mixed-mode or Research, Faculty to submit Proposed Viva Voce Examiner form, CV of examiners, the student's principal supervisor appointment letter and cover note of FMB approval in the designated Sharepoint folder (steps in Process Flow B) for vetting of Director of OPS. PG programme by coursework, upon approval by Faculty/Institute/School management board, faculty/institute/school to issue appointment letter to examiners. No Senate approval is required.] Box1 --> Decision{Endorsed by SENATE} Decision -- No --> Box1 Decision -- Yes --> Box2[OPS to issue Appointment Letter and pass to the FA to correspond with the Examiners.] Box2 --> Box3[FA to follow-up on the acceptance of offer. Once the Appointment Letter is signed by the Examiners. FA to forward the signed letter and Honorarium Payment Form to GFO to initiate the payment for honorarium.] Box3 --> Box4[Cheque for honorarium ready for the Examiners at the time of Viva Voce examination. FA to collect the cheque from GFO.] Box4 --> Box5[Obtain travel receipts (if any) from the Examiners and submit to GFO for payment process] Box5 --> End([End]) </pre>	<ul style="list-style-type: none"> CV of Examiners Proposed Viva Voce Examiner Form Student's principal supervisor appointment letter FMB cover note other supporting documents (if any) <p>Appointment Letter</p> <p>Signed acceptance of offer & Honorarium Payment Form</p> <p>Cheque</p> <p>Travelling & Expenses Claims Form</p>	<p>OPS to table to Senate and the Dean/Director present the nomination in Senate Meeting for approval.</p> <p>Allow at least a minimum of 1 month after Senate's endorsement for the date of visit.</p> <p>OPS and Faculty will keep a copy of signed acceptance of offer for record.</p> <p>Faculty to initiate honorarium payment process with GFO.</p> <p>GFO lead-time to issue cheque is 10 working days.</p> <p>Faculty to extend the cheque to the Examiners during their Viva Voce visit.</p> <p>Faculty to raise Travelling & Claim Form (if any) to GFO to initiate payment (from the respective faculty budget).</p>

Viva Voce Examination Chairperson

- i. The Viva Voce examination is chaired by the respective Faculty/Institute/School Head of Research and Postgraduate Studies/Head of Postgraduate Studies; or a senior academic member of the faculty appointed by the Dean/Director.

Process Flow	Forms / Records	Description
<p>B. <u>Viva Voce Examination Chairperson</u></p>  <pre>graph TD; Start([Start]) --> Process[Faculty appoints Viva Voce Chairperson and send notification to Director of OPS]; Process --> End([End]);</pre>		<p>Faculty to notify Director of OPS the appointed Viva Voce examination Chairperson.</p> <p>Viva Voce examination Chairperson for Research and Mixed Mode Programme is the Faculty Head of Research and Postgraduate Studies/Head of Postgraduate Studies or a member of academic staff appointed by the Dean/Director.</p>

Examiners and Chairperson Criteria

(a) External Examiner (by Mixed-mode or Research Programme)

- Academic/professional qualifications should be appropriate for the programme and should meet the criteria set out by professional and regulatory bodies (where applicable).
- Must hold the rank of Professor (or equivalent) or higher, affiliated with an institution of higher learning
- An additional external examiner should be appointed as “Reserved External Examiner” who will replace the external examiner’s role, if required.

(b) Internal Examiner (by Mixed-mode or Research Programme)

- Full-time academic staff with minimum an Associate Professor (for PG by Research) or Assistant Professor (for PG by Mixed-mode) with a doctoral qualification or equivalent formal academic qualification.
- An additional internal examiner should be appointed as “Reserved Internal Examiner” who will replace the Internal examiner’s role, if required.

(c) Internal Examiner (Coursework Programme)

- Full-time academic staff with equivalent or higher academic qualification as the principal supervisor.

(d) Chairperson

- The Viva Voce Chairperson is the Faculty Head of Research and Postgraduate Studies/Head of Postgraduate Studies of the respective faculty/institute or a member of academic staff appointed by the Dean/Director.

A person is ineligible to be appointed as Examiner, with respect to the Candidate or any member of the Candidate's Supervisory Committee, if they:

- a) have a family relationship; or
- b) have a business/commercial/financial relationship; or
- c) are a research collaborator in candidate's research (co-authorship in publications arise from the candidate's postgraduate project)
- d) are a former full-time staff of the University, former postgraduate student of the University, or former students of the Supervisor (unless five (5) years have passed);
- e) have any other personal relationships which may give rise to conflict of interest in the workplace.

The candidate also should not be involved in the process of nomination of examiners.